

Accounting 180 – Microsoft Excel For Accountants

Course Description:

Course provides accounting refresher and uses Microsoft Excel features to perform accounting functions. Accounting topics include transactions, financial statements, cash flow, inventory costing, bank reconciliations, payroll, depreciation, bond amortization, financial ratios, and budgeting. Excel topics include formulas, formatting, multiple worksheets, charting, ranges, pivot tables, basic macros, goal seek, and special functions for calculations of inventory, payroll, depreciation, and time value of money.

Learning Objectives:

Students will demonstrate their accounting knowledge and Excel proficiency by applying the following Excel functions to accounting concepts:

- A. Basic formulas and formats to complete accounting transactions.
- B. Multiple worksheets to assemble financial statements.
- C. Ranges, cell references, and what-if analysis to prepare and analyze cash flow statements.
- D. AVERAGE, COUNT, MAX, MIN, and pivot tables to track and manage inventory with various costing methods.
- E. Headers, footers, styles, data importing, and conditional formatting to perform bank reconciliations.
- F. IF functions, mixed references, HLOOKUP, and VLOOKUP to prepare payroll.
- G. Tables, sorting, filtering, SLN, SYD, and DDB to calculate depreciation expense using various accounting methods.
- H. PV, PMT, FV, and basic macros to calculate bond amortization and prepare adjusting journal entries.
- I. Charts and graphs to illustrate financial ratios and analyze company performance.
- J. Goal seek, scenario manager, and solver to prepare budgets and perform cost analysis.