



Syllabus



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ACC-210: Using Spreadsheets in Accounting

Course Description

- This course introduces the student to the Microsoft Spreadsheet application. The course provides intensive training in the use of spreadsheets on microcomputers for the accounting profession. The student is taught to automate many of the routine accounting functions. The student will also be taught how to develop spreadsheets for common business functions.

Credit Hours: 3

Prerequisite Courses: n/a

Prerequisite Skills and Knowledge:

- Understanding of basic accounting concepts
- Basic computer skills
- Ability to follow detailed written instructions
- Ability to engage in online collaboration for clarification of issues

Course Outcomes

Upon successful completion of this course, you should be able to:

1. Identify the parts of the Excel screen, use formulas, and format cells.
2. Enter transactions, create an accounting worksheet, prepare financial statements, and prepare various accounting documents using spreadsheets.
3. Create spreadsheet templates for financial statements and inventory.
4. Prepare a payroll register and a fixed asset schedule.

Course Textbook

Owen, G. (2017). *Using Microsoft Excel and Access 2016 for accounting (5e)*. Boston, MA: Cengage Learning.

Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.

Course Technology

Microsoft Excel
Microsoft Access

IWU Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principles of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity.

We will foster an intentional environment for living, teaching, and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind. (2016)

Grading Scale

NOTE: In graduate level courses, a grade of C- or below will require the course to be repeated.

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95%–100%	950–1,000
A-	3.7	92%–94.9%	920–949
B+	3.3	89%–91.9%	890–919
B	3.0	85%–88.9%	850–889
B-	2.7	82%–84.9%	820–849
C+	2.3	79%–81.9%	790–819
C	2.0	75%–78.9%	750–789
C-	1.7	72%–74.9%	720–749
D+	1.3	69%–71.9%	690–719

D	1.0	65%–68.9%	650–689
F	0.0	0%–64.9%	0–649

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the [IWU Catalog](#).

Letter Grade Equivalencies

NOTE: In graduate level courses, a grade of C- or below will require the course to be repeated.

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
F	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Course Workshop Summary

Workshop	Discussion*	Assignment*	Total Points per Workshop
Workshop One	2/60	1/140	200
Workshop Two	2/60	1/140	200
Workshop Three	2/60	1/140	200
Workshop Four	2/60	1/140	200
Workshop Five	2/60	1/140	200
End of Course Survey	-	-	10 Extra Credit
TOTAL	10/300	5/700	1,000

* Number of Activities/Sum Point Totals

Workshop One

Title	Due Dates	Time	Points
1.1 Reading: Common Features	Due early in the workshop.	3 hours	0
1.2 Discussion: Faith and Learning	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
1.3 Discussion: Collaboration	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of	4 hours	40

	the workshop.		
1.4 Assignment: Homework	Due by the end of the workshop.	10 hours	140
Totals		20 hours*	200

Workshop Two

Title	Due Dates	Time	Points
2.1 Discussion: Faith and Learning	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
2.2 Discussion: Collaboration	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
2.3 Assignment: Homework	Due by the end of the workshop.	10.5 hours	140
Totals		17.5 hours*	200

Workshop Three

Title	Due Dates	Time	Points
3.1 Discussion: Faith and Learning	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
3.2 Discussion: Collaboration	Post your initial response by the end of the fourth day of the workshop and your two	4 hours	40

	responses by the end of the workshop.		
3.3 Assignment: Homework	Due by the end of the workshop.	10.5 hours	140
Totals		17.5 hours*	200

Workshop Four

Title	Due Dates	Time	Points
4.1 Discussion: Faith and Learning	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
4.2 Discussion: Collaboration	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
4.3 Assignment: Homework	Due by the end of the workshop.	10.5 hours	140
Totals		17.5 hours*	200

Workshop Five

Title	Due Dates	Time	Points
5.1 Discussion: Faith and Learning	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
5.2 Discussion: Collaboration	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40

Collaboration	workshop and your two responses by the end of the workshop.		
5.3 Assignment: Homework	Due by the end of the workshop.	10.5 hours	140
End of Course Survey	Due by the end of the workshop.	-	10 Extra Credit

Reflect in ePortfolio

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Activity Details

Completion Summary

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Task: View this topic