**ACG 1403  Excel for Business**

**Course Description:**
This course will cover Excel topics relevant to the field of accounting and finance including, but not limited to, VLOOKUP, HLOOKUP, INDEX, MATCH, IF, AND, OR, Pivot Tables, Named Ranges, Array Formulas, Custom Number Formats, Conditional Formatting, Absolute References and Keyboard Shortcuts.

<table>
<thead>
<tr>
<th>Course Competency</th>
<th>Learning Outcomes</th>
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| **Competency 1:** The student will demonstrate knowledge of Excel spreadsheets by: | • Numbers / Data  
• Critical thinking |
| 1. Developing a spreadsheet with formulas for sum.  
2. Identifying the numbers by type and number of decimal points.  
3. Completing a fill in of data. Creating sub spreadsheets using tabs. | |
| **Competency 2:** The student will show a comprehension of formulas by: | |
| 1. Computing averages, present and future values.  
2. Creating amortization tables. | |
| **Competency 3:** The student will demonstrate knowledge of Pivot Tables and Power Pivot by: | |
| 1. Creating a table and filtering data.  
2. Creating automatic subtotals and totals. | |
| **Competency 4:** The student will apply knowledge about Charts by: | • Information Literacy |
| 1. Preparing several different types of charts from spreadsheet data.  
2. Changing the data and creating an updated chart | |
| **Competency 5:** The student will apply knowledge about What-If by: | |
| 1. Computing a sample for data usage.  
2. Showing how to develop relationships between two variables.  
3. Creating and analyze scenarios. | |