Level 5 Diploma in Computerised Accounting (333) 151 Credits

Unit: Excel Accounting	**Guided Learning Hours:** 240
Exam Paper No.: 4	**Number of Credits:** 24
Prerequisites: Knowledge of basic computing.	**Corequisites:** A pass or higher in Certificate in Business Studies or equivalence.

Aim: The Computerised Accounting qualification introduce learners to popular programs; Operating Systems, QuickBooks, Sage, and Microsoft Excel, which are used by many businesses today. In addition to a solid theoretical foundation, learners will gain valuable, hands-on practice in real-life business applications. The objective of this unit is to equip learners with the skills necessary when joining the workforce to effectively use the most popular accounting software application – Excel. Learners will be taught the terms, concepts and methods to fully understand implementation of Excel Accounting principles; preparing the learner to step quickly into the accounting profession. Would you buy a car without a speedometer or a fuel gauge? You wouldn't consider it. When driving, you need to know how fast you drive and how much fuel you have left. You don't want to get a speeding ticket or run out of fuel, so you watch the gauges on your dashboard. Organisations need to keep an eye on how much cash they have on hand to meet credit control (accounts payable) and other expenses. Organisations also need to measure the business performance; as they say "*If you can't measure it, you can't manage it*". Excel Accounting ensure organisations can measure and manage their business. This unit will use the Excel Accounting software's sophisticated features for reviewing business accounting principles and procedures, and performing financial analysis. Learners are introduced to Excel accounting functions. Learners also evaluate and examine customer invoices, customer payment records, outstanding supplier bills, inventory management, and financial data analysis to understand where to focus future efforts.

Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Lecture notes and tutor extra reading examinations.

Special Requirements: The unit requires a combination of lectures, demonstrations and discussions.

Intended Learning Outcomes:	**Assessment Criteria:**
1. Analysing workbook basics (starting Excel, moving around a workbook, finding help, creating a simple workbook, saving and opening workbooks, exiting the Excel program).	1.1 Demonstrate how Excel works by creating simple formulas using each of the following symbols; (+, -, * and /). 1.2 Demonstrate using formulas and functions (formula fundamentals – cell references, formula errors; using Excel 1.3 built-in formulas – Sum, Average, Count; manning cells and ranges) 1.4 Demonstrate how to edit work data (erasing cell contents; undoing mistakes; copying, cutting and pasting; inserting and deleting cells; using find and replace; formatting workbooks - formatting manually / using pre-designed format 1.5 Demonstrate formatting and displaying Excel sheets (page setup; page orientation; margins; header/footer; print preview)
2. Creating a chart and how to make changes to a chart after it has been created and examining all the steps necessary for creating a chart using the Chart Wizard.	2.1 Describe Excel charting terms (how Excel sees data; components of Excel charts 2.2 Demonstrate using the chart wizard (chart types, customising charts) 2.3 Insert chart title, x and y axis 2.4 Describe using the Microsoft Map tool (adding the map button; creating a data map; customising data maps)
3. The several statistical functions implementation for algorithms and improved accuracy.	3.1 Analyse the science of statistics and review Excel statistical formulas 3.2 Install the Analysis ToolPak and analyse statistical data analysis tools 3.3 Explain how to apply Excel's advanced data analysis features to solve real-world business problems. 3.4 Describe how the Analysis ToolPak enables the development of complex statistical or engineering analyses.

4. Using the financial functions that come with Excel; the many built-in financial functions that provides a series of functions destined to perform various types.	4.1 Evaluate applying Time Value of Money concept (the concepts of (i) borrowing (ii) investment (iii) inflation 4.2 Analyse the standard financial functions for making depreciation, loan payment, present value, future value, and rate of return calculations. 4.3 Describe Excel's powerful pack of financial functions and formulas for Financial Modelling including depreciation, investments, NPV, interest.
5. Understand how Excel's standard business modelling tools work; and analysis techniques; building and maintaining customized optimisation with the Excel Solver tool.	5.1 Demonstrate What-If Analysis with Data Tables (working with one-variable and two-variable data tables) 5.2 Demonstrate What-If Analysis with Scenario Manager (Creating a Scenario; using a Scenario; Editing a Scenario; Summarising Scenarios; Merging Scenarios from other workbooks) 5.3 Demonstrate using the Goal seek command 5.4 Demonstrate solving optimisation- modelling problems/linear programming (how optimisation modelling works; solving an optimisation problem; reviewing solver reports; customising solver's operation; solver error messages) 5.5 Explain capital budgeting analysis with inclusion of opportunity costs, working capital requirements. 5.6 Demonstrate how to Use Excel's What-If Analysis tool
6. The tools and features that Excel provides for sharing data among users and between programs.	6.1 Explain how Object Linking and Embedding (OLE) works (Creating an embedded OLE object; creating a linked OLE object; inserting OLE Objects in Excel workbooks) 6.2 Describe Excel tools for sharing workbooks sharing Excel workbooks with other programs; importing a spreadsheet document; sharing Excel workbooks over a network; sharing Excel workbooks with e-mail; using email routing slips) 6.3 Demonstrate sharing Excel data over the web (creating a web page version of an Excel workbook; creating an interactive spreadsheet component) 6.4 Demonstrate retrieving external data with Excel importing textual data into Excel; using the GET External Data commands
7. Excel's PivotTable features and describe Excel pivot tables and their very useful and powerful feature.	7.1 Use the PivotTable wizard (starting the PivotTable Wizard; specifying PivotTable Layout) 7.2 Demonstrate editing PivotTables (pivoting a PivotTable; filtering items in a field; separating data between pages; grouping PivotTable data) 7.3 Explain ways of creating PivotCharts (creating a PivotChart from an Existing PivotTable; creating a PivotChart Direct from a database) 7.4 Demonstrate how pivot table can be used to summarize, analyze, explore and present data.
8. The use of Small Business Financial Manager that comes with the Small Business, Professional and Premium versions of Microsoft Excel).	8.1 Install and start the Small Business Financial Manager 8.2 Describe importing the financial data stored in other accounting systems 8.3 Demonstrate using the Report Wizard to produce a financial report (report categories – Balance Sheet; Cash Flow; Change in Stockholders' Equity; Income Statement; Ratios; Sales Analysis; Trial Balance) 8.4 Demonstrate working with the Financial Analysis Tools (Using the Business Comparison Report Tool; Using the Buy vs. Lease Tool; Using the Create Projection Wizard Tool; Using the Projection Reports Tool; Using the What-

	if Analysis Tool; Using the Chart Wizard)
9. The integral part of pro-forma financial statements in business planning and the overall budgeting process.	9.1 Describe the role of Financial Statements and Ratios (Income Statement; Cash Flow; Financial ratios common size ratios and intra/inter statement ratios) 9.2 Demonstrate using the Business Planning Starter Workbook (constructing pro-forma financial statements to forecast profits and losses; financial condition and cash flows) 9.3 Explain the Starter Workbook's calculations (analysing the seven parts of the business planning starter workbook (the inputs forecasts; Balance Sheet; 9.4 Common Size Balance Sheet; Income Statement; Common Size Income Statement; Cash Flow Statement; Financial Ratios Table)
10. The process of building a cost-profit-volume and break-even analysis workbook.	10.1 Explain cost-profit-volume and break-even analysis 10.2 Demonstrate using Excel to create cost-profit-volume and break-even analysis worksheet 10.3 Describe the cost-profit-volume and break-even analysis workbook six parts (the Profit Volume Inputs box and the Break-Even Analysis Forecast; the Profit Volume Forecast; the Common Size Profit Volume Forecast; the Profit Volume Area and the Break-Even Analysis Line Chart Data) 10.4 Describe charting Profit Volume Analysis Data (Using the profit volume area chart; using the break-even line chart)
11. Using Excel to create and leverage spreadsheet models for forecasting sales and cost of sales.	11.1 Define sales and cost of sales forecasting 11.2 Describe sales forecasting calculations (the Sales Forecast Schedule; Sales Forecast Inputs; Cost Totals and Statistics; Sales and Gross Margin Forecast and Inventory Forecast)
12. Using Ratio Analysis; Cash Cycle and Growth; Financial Forecasting; Rearranging Financial Statements; Capital Structure; Time Value of Money and Project Valuation; Risk and Return; Valuing a Business.	12.1 Describe cash flow forecasting and analysis 12.2 Demonstrate constructing cash flow forecasts and analysis summaries for assets/investments and measure profitability and liquidity 12.3 Describe the cash flow forecast calculations (cash flow forecasting inputs; profit and loss statement; the Gain and Loss Statement; the Operating Cash Flow Statement; the Liquidation Cash Flow Statement; the Cash Flow Analysis; the Pre-tax Cash Flow Scenarios; the After-Tax Cash Flow Scenarios.

Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Excel Accounting with a weighting of 100%.

Recommended Learning Resources: Excel Accounting

Text Books	• Excel for Accounting and Finance Professionals by John Masui.ISBN-10: 142691718X • Excel for Accountants by Conrad Carlberg. ISBN-10: 1932925260 • Building Financial Models with Microsoft Excel: A Guide for Business Professionals by K. Scott Proctor. ISBN-10: 0470481749
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Microsoft Excel