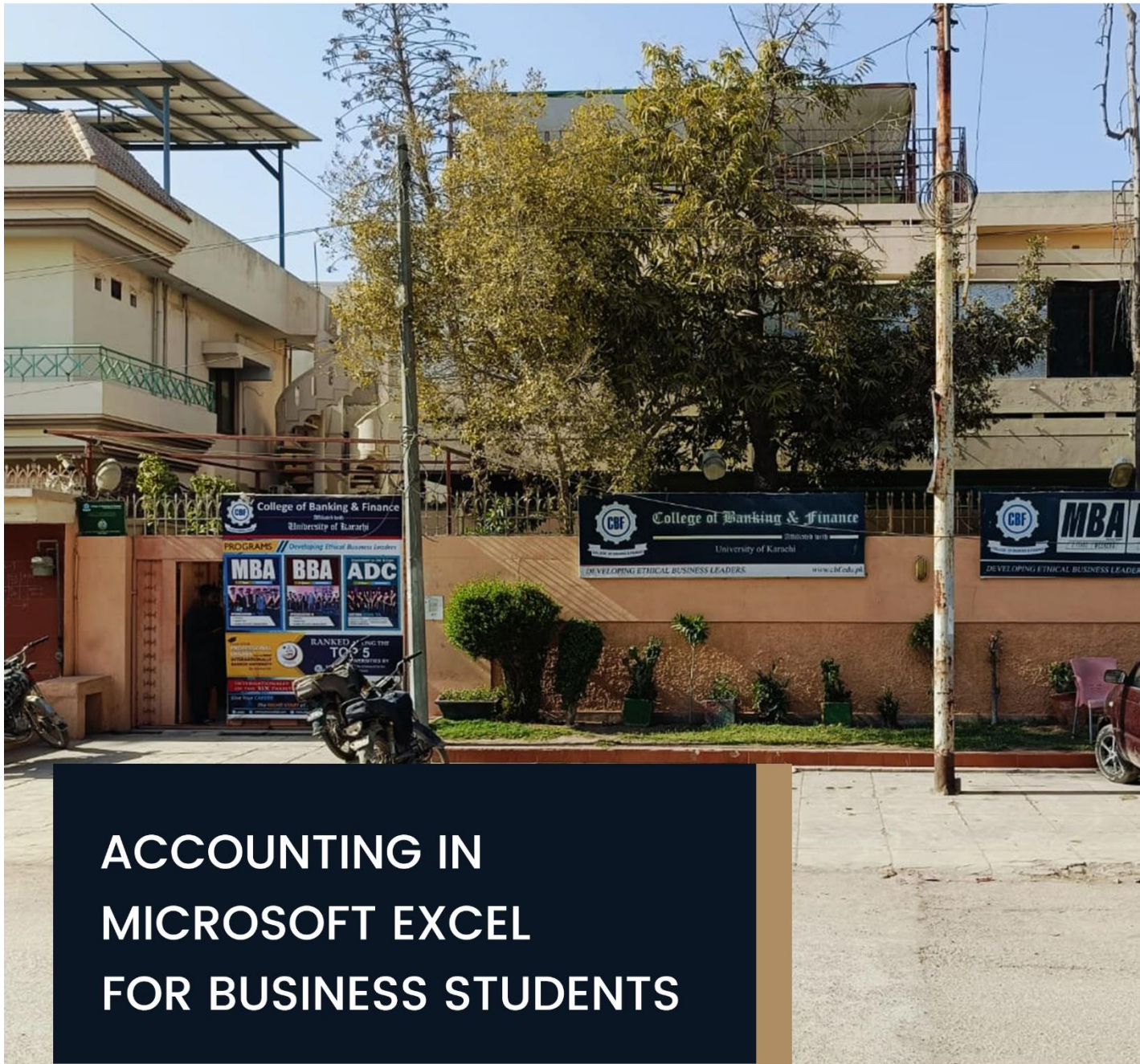# College of Banking & Finance

Developing Ethical Business Leaders

ACCOUNTING IN MICROSOFT EXCEL FOR BUSINESS STUDENTS

Master Accounting & MS Excel

12 week | Physical | Certification of Completion
From the Skill Development Council

About the Program

MICROSOFT EXCEL

Microsoft Excel is a powerful spreadsheet application developed by Microsoft, widely used for data organization, analysis, and visualization. It is an essential tool for professionals, students, and businesses across various industries.

ACCOUNTING IN EXCEL

The Accounting in Excel Course is a practical, hands-on training program designed to equip learners with essential accounting knowledge and the skills to apply it using Microsoft Excel. Whether you're a business student, aspiring accountant, small business owner, or finance professional, this course bridges the gap between theory and real-world application.

You will learn in-demand skills, tools, and concepts such as:

- Accounting Cycle, and terminologies
- Double-entry book-keeping
- Financial Reporting & Dashboarding
- Financial Analysis
- Data Management in MS Excel
- Data Storage and Security
- Essential MS Excel Functions
- Automatic Accounting Tasks
- Budgeting & Forecasting

Program Highlights

- Data Management
- Formulas and Functions
- Charts and Graphs
- Pivot Tables
- Conditional Formatting
- Data Analysis Tools
- Book-keeping
- Automation
- Data Backup and Security
- Dashboarding

Who is This Program For?

This program is designed for Business Students lies in its ability to equip them with essential, practical skills that are highly relevant in the modern professional world and the industry requirements.

Time Commitment

To accommodate students' regular class schedules, the management of the College of Banking & Finance has decided to organize this program with two classes per week, each lasting 2 hours. The course will span a total duration of 12 weeks.

After completing this course, students will acquire a diverse skill set that prepares them for various roles in different industries. Some of the key roles they can pursue include:

Accounting and Finance Roles

Data Management and Analysis Roles

Freelancing and Remote Work Opportunities

Business and Administrative Roles

Entrepreneurial Roles

Industries Where These Roles Are Relevant

- Banking and Finance: Accounting, analysis, and reporting.
- E-Commerce: Inventory and financial management.
- Retail and Wholesale: Budgeting and data tracking.
- Healthcare: Data organization and analysis.
- Education: Administrative and budgeting roles.

By mastering these tools and concepts, students will be well-equipped to secure entry-level positions, enhance their professional value, and even take on entrepreneurial ventures.

Course Outline

Basic Microsoft Excel

Module 1: Introduction to Excel   *Lecture 1*

- Overview of MS Excel and its uses
- Navigating the Excel interface
  - Workbook vs. worksheet
  - Ribbon, tabs, and menus
  - Quick Access Toolbar
- Basic spreadsheet concepts (rows, columns, and cells)

Module 2: Working with Data   *Lecture 1*

- Entering and editing data
- Formatting cells
  - Text, numbers, and dates
  - Adjusting column width and row height
- Autofill and Flash Fill
- Copying, cutting, and pasting data
- Undo and redo actions

Module 3: Formatting Worksheets   *Lecture 2*

- Cell formatting options
  - Font size, style, and color
  - Borders and shading
- Aligning text (left, center, right)
- Number formatting (currency, percentage, decimals)
- Managing worksheets
  - Adding, renaming, deleting, and moving worksheets

Module 4: Basic Formulas and Functions   *Lecture 3*

- Introduction to formulas
  - Writing basic formulas (addition, subtraction, multiplication, division)
  - Using cell references
- Basic Arithmetic and Logical Functions
  - SUM, AVERAGE, MIN, MAX. IF. AND/OR, ROUND
- Lookup and Reference Functions
  - VLOOKUP. HLOOKUP, INDEX, MATCH, XLOOKUP
- Statistical and Analytical Functions
  - COUNT, COUNTA, COUNTIF, RANK, TEXT
- Relative vs. absolute references (use of $)
- Date & Time Functions
  - TODAY, NOW, DATEDIF, NETWORKDAYS

- Text Functions
  - CONCAT, LEFT/RIGHT, LEN, TRIM, PROPER   *Lecture 4*

- Financial Functions
  - PMT, FV, NPV, IRR, RATE

Module 5: Data Management   **Lecture 5**

- Sorting and filtering data
  - Sorting by values, color, or custom criteria
  - Applying filters to narrow down data
- Finding and replacing data
- Conditional Formatting

Module 6: Data Management   **Lecture 6**

- Conditional Formatting
- Tables
- Pivot Tables

Module 7: Charts and Visualizations   **Lecture 7**

- Introduction to charts
  - Creating simple charts (column, bar, pie)
  - Customizing chart styles and colors

Module 8: Printing and Page Setup   **Lecture 8**

- Page layout options
  - Setting up headers and footers
  - Adjusting margins and orientation
- Previewing and printing worksheets
- Setting print areas

Module 9: Practical Exercises   **Lecture 9**

- Creating a budget spreadsheet
- Payroll Sheet
- Tracking expenses
- Attendance Sheet
- Loan Amortization Schedule

Accounting

• Introduction to Accounting	*Lecture 10*
• Accounting Principles & Concepts	*Lecture 11*
• Accounting Cycle	*Lecture 12*
• Double Entry Book-keeping	*Lecture 13*
• Trial Balance & Adjustment	*Lecture 14*
• Financial Statement	*Lecture 15*
• Closing Entries	*Lecture 16*

Accounting in Excel

• Chart of Accounts format	*Lecture 17*
• Journal Voucher format in Excel	*Lecture 17*
• Purchase & Sale Ledgers format	*Lecture 17*

- Data Entry for a Sample Business
Lecture 18
- General Ledger through **PIVOT TABLES**
Lecture 19
- Trial Balance
Lecture 19
- Income Statement
Lecture 20
- Balance Sheet
Lecture 20
- Inventory Report
Lecture 21
- Attendance Sheet & Payroll
Lecture 21
- Dash Boarding **Control Buttons**
Lecture 22
- Dash Boarding **Data Presentation**
Lecture 23
- Dash Boarding **Charts & Graph**
Lecture 24

Strategic Program Values

1. Internships for industry exposure

Requirement for the Certification

Applying acquired skills to a comprehensive accounting project by taking data for a dummy business of your own choice "**both in Microsoft Excel & QuickBooks**".

Note: The certificate will only be issued to the student whose final project is approved by the course instructor.