

BUAC 019: EXCEL SPREADSHEETS FOR ACCOUNTING

Originator

promero

Co-Contributor(s)**Name(s)**

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Justification / Rationale

Update course to reflect the currently most effective mode of instruction as per outcome assessments.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

BUAC - Business/Accounting

Course Number

019

Full Course Title

Excel Spreadsheets for Accounting

Short Title

EXCEL FOR ACCOUNTING

Discipline**Disciplines List**

Accounting

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

This course covers the fundamentals of electronic spreadsheets using Microsoft Excel software. Students will concentrate on solving accounting problems and completing accounting projects with Excel.

Schedule Description

This course covers the fundamentals of electronic spreadsheets using Microsoft Excel software. Students will concentrate on solving accounting problems and completing accounting projects with Excel.

Lecture Units

1

Lecture Semester Hours

18

Lab Units

1

Lab Semester Hours

54

In-class Hours

72

Out-of-class Hours

36

Total Course Units

2

Total Semester Hours

108

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Eric A. Weinstein, CPA

Title

Excel for Accounting

Edition

2nd

City

Danville, CA

Publisher

Labyrinth, Learning

Year

2021

College Level

Yes

ISBN #

978164061096

Resource Type

Book

Open Educational Resource

Yes

Author

Mitchell Franklin, LeMoyne College (Financial Accounting), Dixon Cooper, Ouachita Baptist University

Title

Financial Accounting

Edition

2022

City

Houston, Texas

Publisher

Openstax

Year

2022

College Level

Yes

ISBN #

9781947172678

Resource Type

Book

Open Educational Resource

Yes

Author

Patty Graybeal, University of Michigan-Dearborn (Managerial Accounting) Dixon Cooper, Ouachita Baptist University

Title

Managerial Accounting

Edition

2022

City

Houston, TX

Publisher

Openstax

Year

2022

College Level

Yes

ISBN #

9781947172593

Class Size Maximum

32

Course Content

1. Interpret and use general computerized accounting principles and practice.
 - a. File management
 - b. Data protection and backup
2. Identify, analyze and apply general electronic spreadsheet principles and practices.
 - a. Use Headers and Footers and other features to identify and document spreadsheets
 - b. Create, use, and re-use templates
 - c. Managing successive generations of templates
 - d. Isolate input variables in one section of the sheet rather than "hard coding" variable into cell formulas.
3. Use Excel features, formulas, functions, and commands to construct accounting related spreadsheets.
 - a. Spreadsheet basics such opening and saving files, printing, copying, pasting, formula construction, relative and absolute cell references, formatting, etc...
 - b. Workbooks, working with multiple sheets, worksheet auditing, setting options.
 - c. Data utilities such as sort, filter, subtotal, and parse.
 - d. Financial, date/time, and lookup reference

Lab Content

Apply accounting theory to spreadsheet construction

1. Preparation of trial balance and integrated financial statements.
2. Creation of cash receipts and disbursements journals.
3. Budgets and cash flow forecasting.
4. What-if-analysis and financial decision making.
5. Present value techniques.
6. Payroll tax registers.
7. Loan amortization schedules.
8. Depreciation schedules.

Course Objectives

Objectives	
Objective 1	Interpret and use general computerized accounting principles and practices.
Objective 2	Identify, analyze and apply general electronic spreadsheet principles and practices.
Objective 3	Use Excel features, formulas, functions, and commands to construct accounting related spreadsheets.
Objective 4	Apply accounting theory to spreadsheet construction.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Evaluate accounting problems.
Outcome 2	Design Excel spreadsheets to solve those problems.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	Lecture on concepts with teacher demonstration of techniques followed by student lab practice and application to business problem.
Collaborative/Team	Teacher presentation of specific technical problem with student teams developing and presenting potential solutions.
Laboratory	Comprehensive lab project with features to simulate complicated return scenarios
Technology-based instruction	Simulations on real life required schedules
Discussion	Class Discussion

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Student performance on computational, problem-solving demonstrations to test the understanding of the interaction and relationship of different components of the subject matter.	In and Out of Class
Mid-term and final evaluations	Mid Term and Final Exams	In Class Only
Tests/Quizzes/Examinations	Each chapter will contain assessments	In Class Only
Group activity participation/observation	Class Discussion	In Class Only
Computational/problem-solving evaluations	Student performance on computational, problem-solving demonstrations to test the understanding of the interaction and relationship of different components of the subject matter. Student is expected to spend at least 1 hour a week outside the classroom reviewing accounting principles so they can apply them to their computational problems.	In and Out of Class

Written homework	Homework assignments designed to measure student understanding of key concepts presented in each chapter and contribute to the overall understanding of the course material. About 2 hours per week.	Out of Class Only
Laboratory projects	Hand on exercises on accounting schedules preparation, presentation and calculations. Laboratory not finished in the classroom needs to be completed outside of the classroom.	In and Out of Class

Assignments

Other In-class Assignments

- A. Reading from assigned texts and prepared materials.
- B. Computer assignments using Excel electronic spreadsheet software.

Other Out-of-class Assignments

- A. Reading from assigned text and prepared materials.
- B. Written homework assignments.
- C. Computer assignments using Excel electronic spreadsheet software.

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Lab activities are clearly labeled and compose a portion (category) of their overall grade

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lecture component in this class will have a content delivery and exercises that are graded as either correct or not. On the other hand the Lab component will have a research and observation component that students will have to maintain.

How will you assess the online delivery of lab activities?

There is no right or wrong, the end results could be countless and the student will be evaluated in their interpretation of the results. Student will have to use critical thinking to submit reports and feed their observations in the final project presentation.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

We will use publisher activities in this course, in addition to the LMS. This platforms is hosted by the publishers and is integrated into the LMS through an LTI

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

This platform is a necessity to our instruction. The activities are directly related to our course content and are impossible to recreate on our own.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
Teleconferencing
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

We will ensure that our instructors provide individualized feedback to all participating students through any one of the listed strategies.

Other Information**MIS Course Data****CIP Code**

52.0302 - Accounting Technology/Technician and Bookkeeping.

TOP Code

050200 - Accounting

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Stand-alone

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

10/20/2022

Academic Senate Approval Date

10/27/2022

Board of Trustees Approval Date

12/16/2022

Chancellor's Office Approval Date

12/18/2022

Course Control Number

CCC000635038

Programs referencing this courseAccounting Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=114>)Accounting AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=58>)