ACCT A110: EXCEL FOR ACCOUNTING AND FINANCE

Item	Value
Curriculum Committee Approval Date	04/03/2019
Top Code	050200 - Accounting
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course includes a detailed study of accounting using Excel spreadsheet software. Topics include the use of functions and formulas in Excel with emphasis on accounting as a financial analysis tool. Students are expected to have a working knowledge of Windows. PREREQUISITE: ACCT A101 or ACCT A101H. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Complete an Accounting Cycle for a merchandising business operation using general ledger software.
2. Complete an Accounting Cycle for a service business operation using general ledger software.
3. Demonstrate spreadsheet program operations and applications by designing and creating Accounting spreadsheets and charts using a variety of formulas and formatting options.

Course Objectives

• 1. Format a worksheet filled with accounting and financial data
• 2. Analyze accounting and financial data using formulas and funtions
• 3. Create charts and graphs
• 4. Create and manage data tables
• 5. Manage workbook data
• 6. Import images into Excel
• 7. Create and manage PivotTables
• 8. Automate repetitive actions using macros
• 9. Perform "What-if" analysis

Lecture Content

Getting Started with Excel Entering data Editing data Copying and moving cell data Entering formulas and using AutoSum Copying formulas with relative and absolute cell refrences Entering a formula tith multiple operators Inserting a function Switching worksheet views Choosing print options Formatting a Worksheet Formatting values Changing font size Changing font styles and alignment Adjusting column width Inserting and deleting rows and columns Applying colors, borders, and documentation Applying conditional formatting Renaming and moving a worksheet Checking spelling Analyzing Data Using Formulas Using the Quick Analysis tool Using functions IF, AND, ROUND, COUNTA, DATE Working with equation tools Controlling worksheet calculations Working with Charts Planning a chart Creating a chart Moving and resizing a chart Changing the chart design Changing the chart layout Formatting a chart Creating a pie chart Identifying data trends Working with Tables Creating and formatting a table Adding and deleting table data Sorting table data Using formulas in a table Filtering a table Looking up values in a table Summarizing table data Validating table data Managing Workbook Data Viewing and arranging worksheets Protecting worksheets and workbooks Saving custom views of a worksheet Preparing a workbook for distribution inserting hyperlinks Saving a workbook for distribution Grouping worksheet data Grouping worksheets Working with Images and Integrating with Other Programs Planning a data exchange Importing a text file Importing data from another workbook Importing a database table Linking worksheet data to a Word document Linking an Excel chart to a PowerPoint slide Inserting a graphic file in a worksheet Analyzing Data with PivotTables Planning and designing a Pivot Table report Creating a Pivot Table report Changing a Pivot Tables summary function and design Filtering Pivot Table data Explore Pivot Table data relationships Creating a Pivot Table report Updating Pivot Table report Using the GETPIVOTDATA function Automating Worksheet tasks Planning a macro Enabling a macro Recording a macro Running a macro Editing a macro Assigning a macro to a button Advanced Worksheet Management Creating and applying a template Importing HTML data Creating a custom AutoFill list Working with themes Working with cell comments Encrypting a workbook with a password Advanced Formulas and Functions Seperating data using Flash Fill Formating data using text functions Summing a dataa range based on conditions Finding values based on conditions Constructing formulas using named ranges Consolidating worksheet data Auditing a worksheet Calculating payments with the PMT function Performing What-if Analysis Define what-if analysis Tracking what-if alaysis with Scenario Manager Gernerating a scenario summary Protecting figures using a data table Using G oal Seek Finding Solutions using solver Managing data using a data model Analyzing data using Power Pivot Accounting projects to complete throughout semester Format financial statements Prepare an amortization schedule using the PMT and other appropriate functions Create depreciation schedules of plant, property and equipment using the SL, SYD, and DDB functions Using the auditing features of Excel, prove Create Time Value of Money tables using (Present Value, Present Value of an Annuity, Future Value, Future Value of an Annuity)

Method(s) of Instruction

• Lecture (02)
• DE Live Online Lecture (02S)
• DE Online Lecture (02X)

Instructional Techniques

Lectures, demonstration, computer application, program integrated relationships, individual use of computer, reporting requirements, laboratory applications.

Reading Assignments

The course requires approximately 54 hours of assigned readings from the text.

Writing Assignments

All assignments require student produced reports using spreadsheet software and accounting general ledger software.

Out-of-class Assignments

The course requires approximately 54 hours of Assigned readings, exercises and problems from the text, in addition to the "Reading Assignments".

Demonstration of Critical Thinking

Prepare formatted financial statements. Prepare data vizulazation charts Prepare spreadsheets using a variety of functions and formulas.

Required Writing, Problem Solving, Skills Demonstration

All assignments require student produced reports and spreadsheets.

Eligible Disciplines

Accounting: Masters degree in accountancy or business administration with accounting concentration OR bachelors degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND masters degree in business, business administration, business education, economics, taxation, or finance OR the equivalent. Masters degree required. (NOTE: A bachelors degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline)

Textbooks Resources

1. Required Wermers, L.. Comprehensive Microsoft Office 365 Excel 2019, ed. Boston: Cengage, 2019 Rationale: -

Software Resources

1. MS Excel. Microsoft, 2019 ed.