

Week of	Date	Topic	Assignment
1	April 6	Intro, Basics, Formulas, Formats, Functions	Sample A, B, C, and D (not submitted)
2	April 13 Last day to Drop for refund 4/17	Acct Worksheet,	P-1, P-2,
3	April 20 Last day to Drop 4/24	Merchandising Bank Rec,	P-4, P-5
4	April 27 Last day to request Pass/No Pass 4/30	Aging AR	P-6,
5	May 4	Inventory Cost Flow	P- 7
6	May 11	Depreciation Midterm Exam Take in class	P-9
7	May 18	Term Project 1 M-1	M-1
8	May 25	M-1Present in class 5/27 Project 2 Begin Household budget	
9	June 1	Payroll Reg,	P-10
10	June 8	Cash Flow Term Project 2	P-14
11	June 15	Present Project 6/17, 6/22	
	June 24 11:30	Final Exam	

De Anza College

Acct 88 Excel Spreadsheets/Accounting

Spring Quarter 2015

Instructor: Laurie Hammond

Email: hammondins@hotmail.com

Texts: *Smith, Gaylord. Excel Applications for Accounting Principles Southwest/Thompson Pub Warren etc.*
Excel Quick (optional)

Description:

The primary objective of this course is to help students learn the fundamentals of spreadsheets typically used in accounting and business, using Excel software. Students should have taken Accounting 1A and the CAOS spreadsheet courses, or equivalent. It is expected that students are already comfortable with Excel skills including entering text/labels/numbers, writing formulas, formatting, navigation, functions, editing, printing, and error messages.

Grading:

Midterm: (1)	100
Homework/In Class	90
Project 1	30
Project 2	100
Final	<u>50</u>
Total	370

A – >90% B – >80% C – >70% D – >60% F < 59%

De Anza does not have an automatic dropping policy. If you are registered for the class you must drop the class. If you are on the end of quarter

grading sheet you will receive a grade.

Course Expectations/Requirements:

During the course, students will build spreadsheets commonly used in accounting/ business applications. The course requires a substantial amount of hands on computer time and problem solving.

After completing the reading and homework assignments, you should be able to:

1. Interpret and use general computerized accounting principles and practices.
2. Practice general spreadsheet principles.
3. Use Excel features, formulas, functions, formats, and commands to construct accounting related spreadsheets.
4. Apply underlying accounting theory supporting spreadsheet construction.

I will have office hours on Tuesdays in the back of the computer lab from 11:25-12:25 PM.

Policies

Homework should be submitted the week after we review that particular assignment in class. Late homework will receive **half credit**. Late homework will also not be entitled to submit extra credit. The assignments should be folded in half lengthwise, with your name and assignment number shown on the outside. There will be nine assignments worth ten points each. Assignments may be submitted in soft copy (Excel 2003 and later format, up to 2007 format).

I will distribute a more detailed explanation for the two term projects, M-1, M-2 and Household Budget. The term projects must be presented and submitted by email in soft copy so that I can do the sensitivity analysis.

Those not able to take the midterm or final exam at the scheduled time should arrange to take the test **BEFORE** the exam date. There will be no make ups.

Please turn your cell phones off during class. Cell phones should not be visible during tests or they will be confiscated and you will fail the test.

Cheating and disruptive behavior will not be tolerated and are dealt with in accordance with the De Anza policies set forth in the course catalogs and schedules.