Instructor Information:
Instructor: Liz Brown
Phone: 972-238-6140
e-mail: lizbrown@DCCCD.edu
Office: By appointment
Office Hour: By appointment.

Course Description:
A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or database package/program.

Course Materials:

Pre-Requisites:
ACCT 2301, or ACNT 1303 are Pre or Co-Requisites for this class.

Richland Campus Computers:
The computers in the classrooms and labs on campus will not store your data on the local drives!!!

Anything left on the computer when it is turned off will be deleted. You are responsible for maintaining your data throughout the class. Be sure you do not leave anything on the classroom or lab computers.

Course Objectives/Learning Outcomes:
Upon successful completion of this course, the student will be able to:

Demonstrate a working knowledge of how worksheets are created and used:
• Understand Excel’s capabilities and new features
• Start, navigate, and work with Excel files
• Use Excel help
• Enter information into a worksheet
• Use formulas
• Manage data and structure worksheets
• Print a worksheet

Apply fundamental accounting concepts to real-world problems, aided by the use of a worksheet:
• Perform vertical and horizontal financial analysis
• Create a pie chart and column chart of expenses
• Calculate financial ratios
• Calculate depreciation using Excel’s built-in functions
• Use what-if analysis with the depreciation function
• Create a depreciation summary for many assets
• Create charts to illustrate depreciation expense

Use a worksheet to solve accounting and business problems:
• Use the payment function to calculate payments to retire a loan
• Create a loan amortization schedule
• Use what-if analysis with the payment function
• Use the present value function to calculate the proceeds of a bond
• Create a bond amortization schedule
• Use Excel’s Scenario Manager
• Prepare budgets for operating, investing, and financing activities
• Finalize and format a cash budget
• Utilize what-if and goal seeking with a cash budget

Demonstrate a working knowledge of how databases are created and used:
• Understand Access’s capabilities and new features
• Start, navigate, and work with Access files
• Use Access help
• Create and print tables, queries, forms, and reports
WORKPLACE/SCANS/INTELLECTUAL COMPETENCIES:
1. Manage Resources:
   - Manage time in order to complete class assignments and exams
   - Learn how organizations make decisions to manage and allocate scarce resources (Specific examples include management and control of cash, inventories, materials, and labor.)
2. Work with information:
   - Acquire and evaluate relevant information for decision making
   - Organize and maintain accounting information using a variety of accounting systems
   - Interpret and communicate relevant information in financial statements and other accounting reports
   - Process information with computers using electronic spreadsheets and other software
3. Apply systems knowledge:
   - Understand various accounting systems and effectively evaluate related information
   - Learn how to monitor/control accounting systems
4. Use Technology:
   - Access appropriate electronic databases to obtain decision-supporting information
   - Build appropriate models and simulations using electronic spreadsheets and other software
   - Acquire skills through technology-based learning modules when available and appropriate
5. Demonstrate Basic Skills:
   - Place information in appropriate context when reading, writing, speaking, and listening.
   - Express information and concepts with conciseness and clarity when writing and speaking.
   - Measure items using appropriate methods of measurement.
6. Demonstrate Thinking Skills:
   - Make valid and reliable evaluations of information
   - Evaluate the significance of evidence or facts
   - Verify information for problem definition and solution
   - Seek consensus where appropriate
   - Consider unconventional approaches and solutions to problems
   - Know when to follow directions, question plans or seek help
7. Exhibit Personal Qualities:
   - Cultivate growth in personal conduct and capabilities
   - Diagnose the need for change and take appropriate action to gain competencies
   - Recognize situations where professional ethical standards apply and behave accordingly
   - Accept professional development as a life-long process

ASSESSMENT MEASURES:
Workplace/SCANS/Intellectual Competencies:
   Assessing Resource Management, Information, Systems, Technology, Basic, and Thinking Skills
   - Software application projects
   - OnLine Assignment, Quizzes and Examinations
   - Classroom participation/attendance

Assessing Interpersonal Skills and Personal Qualities
   - Class Teamwork
   - Discussion Boards
   - Critique

Program Student Learning Outcomes:
1. Accounting Knowledge:
   - Identify and analyze relevant financial information
   - Record and communicate accounting transactions
2. Computational Skills (Quantitative Skills):
   - Select relevant data and perform appropriate financial calculations
3. Technology:
   • Use technology effectively to perform accounting tasks

4. Critical Thinking (Critical Analysis):
   • Analyze and compare relevant financial information for decision making

5. Communication:
   • Read, write, speak, and listen appropriately for academic and career purposes

6. Ethics:
   • Recognize ethical dilemmas, make ethical decisions, and provide rationale for decisions

7. Personal Life Skills:
   • Possess sufficient life skills to effectively manage personal and professional life

RICHLAND COLLEGE’S QUALITY ENHANCEMENT PLAN:
Learning to Learn: Developing Learning Power
Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/

Course Online Orientation:
ACNT 1313 OnLine courses require you to complete an online orientation. To fulfill your Orientation Requirement, complete the following steps within one week from the start date of the class.

1. Read the entire course syllabus thoroughly!
2. Review all sections of your course site and become familiar with the environment.
3. Update your personal information on eCampus. Click on the “My DCCCD” tab at the top of the screen, then click on “Personal Information,” and finally click on “Edit Personal Information.” Fill in the required information. I must have a current, working email address for you!
4. Post a personal statement that includes the following:
   Major
   At least 1 Hobby or something you enjoy to do in your spare time
   Anything else you would like to share 😊
on the Community Orientation Discussion Board and respond to at least 2 fellow students’ postings. Discussion Boards tab.
5. Submit the following Orientation Statement through eMail to your instructor:
   • I have updated my personal information.
   • I have read the syllabus and reviewed the course site.
   • I understand what I am to do to fulfill course expectations!
   • I have posted my personal statement on the Community Orientation Discussion Board and I have responded to at least 2 fellow classmates.
   • Experience and comfort with EXCEL
   • I have begun working on the first chapter, and I will email you regularly to discuss my progress in the course.

   In addition, tell me about yourself and why you are taking this course. Include any questions you have about the course in this initial communication

WITHDRAWAL POLICY:
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the drop-date specified in the school calendar. Failure to do so will result in your receiving your current performance grade. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.
Last day to drop with a “W” is 11/15/18

For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6101 or 6104 (Thunderduck Hall, T170), or contact the division office.

ACADEMIC PROGRESS:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

INSTITUTION POLICIES:
“Institutional Policies relating to this course can be accessed from the following link www.richlandcollege.edu/syllabipolicies”
TEXTBOOK ORGANIZATION:
The textbook has 13 chapters of which we will focus on 9 Chapters, distributed into two Parts as follows:

Learning Part 1: Excel for Accounting
  Chapter 1: Excel Tour
  Chapter 2: Excel Basics
  Chapter 3: Financial Statement Analysis
  Chapter 4: Depreciation
  Chapter 5: Loan and Bond Amortization
  Chapter 6: Cash Budgeting
  Chapter 7: Other Topics

Learning Part 2: Access for Accounting
  Chapter 8: Access Tour
  Chapter 9: Access Basics

COURSE COMMUNICATIONS:
Active communication is vital in every Learning Environment. You begin this process by interacting with fellow students in your classroom. Communications with your fellow classmates through the Question and Answer Discussion Forum can help you stay in touch outside the classroom. To maintain regular, consistent course communications please adhere to the following guidelines.

Email:
The Email communications with your instructor should be used for personal, individual situations requiring a private audience between you and your instructor. Your instructor will strive to respond to your Email within 24 hours during a regular school hours’ time frame. Responses during off-hours may take longer.

Discussion Board Forum:
The Open Discussions through the eCampus Discussion Board will allow all students in the class to share in the same information. Your instructor will review this forum regularly and will respond to all questions asked.

Please use clear, concise header information for each of your threads and responses. Use wording that will clearly identify the problem or topic presented for discussion and resolution.

Office Hours / Personal Conference:
If your instructor has posted Office Hours you are free to drop-in at the appointed location for open discussion during this time frame. If no office hours are posted or, if you need to meet with your instructor outside this time frame call or email for an appointment at a time convenient with all parties involved.

Proactive Policy:
This class is to prepare you for the working world. That world does not accept work late or give special consideration for procrastination. Therefore, be proactive in getting your homework done. Your instructor is here to help, but will not answer any questions 12 hours before the due date. For example; if the assignment is due at 10:00PM on Friday then homework questions need to be asked before 10:00AM on Friday. NO LATE ASSIGNMENTS WILL BE ACCEPTED.
GRADING STRUCTURE:
All Financial Accounting Review materials, Chapter Questions, Assignments and Case Problems posted below will be submitted for grading. All other material within each chapter is eligible for examination purposes.

Financial Accounting Review:
Shannon's Tutoring Interactive Modules: Review the interactive modules to gain familiarity with basic accounting principles. Complete the attached Worksheets relative to each unit. Deliver each Microsoft Word Document through the individual Shannon’s Tutoring Assignment Module.
- Shannon’s 1: Submit Worksheet
- Shannon’s 2: Submit Worksheet
- Shannon’s 3: No Submission
- Financial Accounting Review Quiz: Take this quiz as many times as necessary to earn the highest score. Resource materials are included within this module for refreshing and/or building basic accounting skills for quiz performance and as reference for future class accounting topics.

Textbook Homework Tasks:
At the end of each chapter you will find three task areas:
1. Chapter Questions: Answer the specified questions posted for each chapter.
2. Chapter Assignments: Perform all tasks for “What SUP” for each chapter.
3. Chapter Case Problems: Perform all tasks for “Kelly’s Boutique” for each chapter

Homework Delivery:
All assignments submitted are to be solely the work of the individual student. The submissions modules will time-out and close at 11:55pm on the date of the posted deadline. Homework sets for each chapter will be accepted 1 time only. Please make sure all tasks are correct, and submitted in the appropriate assignments module. **No Assignment Extensions Will Be Granted!**

Extra Credit:
You will be given the opportunity to earn 100 extra credit points to make up for any missed assignment, no matter what circumstance brought on the hardship. You may also use the extra credit assignment to bolster your overall grade in the class.

Grading:
With all assignments delivered by deadline, adhering to the No Extension Policy, your assignments will be available for grading consistently each week. This will allow your instructor to strive to grade your assignments within the week after assignment submission.

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<thead>
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<th>Grading Legend</th>
<th>Quantity</th>
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<th>Total</th>
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<tr>
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<td>Shannon’s Tutoring:</td>
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<td>Excel Unit Exams:</td>
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<td>Final Exam:</td>
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The instructor reserves the right to amend this syllabus as necessary.
**COURSE SCHEDULE for ACNT 1313, 83400-1077152 2017SP**

*Complete all Required Assignments by 11:55pm on completion dates in the left-hand column.*

<table>
<thead>
<tr>
<th>11:55pm Completion Date</th>
<th>Section Lessons</th>
<th>Required Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Numbered Steps in Shaded Background Within Each Chapter in Preparation for Graded Exercises</td>
<td>Questions Word Documents</td>
<td>Assignments Excel Workbooks</td>
</tr>
<tr>
<td>Introduction to Basic Accounting Principles (NO TEXTBOOK NEEDED FOR THIS CLASS REQUIREMENT)</td>
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<td>Basic Accounting Quiz ecampus Quiz Module 50</td>
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<tr>
<td>Chapter 1: Excel Tour (MUST HAVE TEXTBOOK) (DO NOT GET YOUR TEXTBOOK ANY LATER THAN…)</td>
<td>1 - 10 10</td>
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<td>Chapter 2: Excel Basics</td>
<td>3, 5, 6, 8, 9 10</td>
<td>What SUP 1 &amp; 2 30</td>
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<td>Chapter 3: Financial Statement Analysis</td>
<td>2, 5, 6, 7, 9 10</td>
<td>What SUP 1 &amp; 2 30</td>
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<td><strong>EXAM 1 AVAILABLE</strong></td>
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<td>Exam 1 Covers Basic Accounting and Textbook Chapters 1 - 3</td>
<td>All Online Exams will be taken on your eCampus Course Site</td>
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<td>Chapter 4: Depreciation</td>
<td>2, 5, 6, 8 10</td>
<td>What SUP 1 &amp; 2 30</td>
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<td>Chapter 5: Loan and Bond Amortization</td>
<td>1, 2, 6, 10 10</td>
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<td>Chapter 6: Cash Budgeting</td>
<td>1, 2, 4, 5, 6 10</td>
<td>What SUP 1 &amp; 2 30</td>
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<td>All Online Exams will be taken on your eCampus Course Site</td>
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<td>Chapter 7: Other Topics; Present/Future Value, Predicting Costs, Allowance for Uncollectible Accounts</td>
<td>1, 2, 4, 5, 6, 10</td>
<td>What SUP 1 &amp; 2 &amp; 3 30</td>
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<td>Chapter 8: Access Tour</td>
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<td>Chapter 9: Access Basics</td>
<td>1 - 16 10</td>
<td>What SUP 1- 4 30</td>
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<td><strong>EXAM 3 AVAILABLE</strong></td>
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<td>DEADLINE Exam 3 Covers Chapter 7, 8 and 9</td>
<td>All Online Exams will be taken on your eCampus Course Site</td>
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</tbody>
</table>

| Totals | 90 | 260 | 500 | 390 |