ACCOUNTING 1313 COURSE SYLLABUS

Course Name
ACNT 1313 – Accounting Applications of Excel (Computerized Accounting Applications)

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 data base package/program.

Required Text
Microsoft Excel 2016: Comprehensive (w/eBook & eLab)Author: Scott
ISBN: 9781591368465
Publisher: Labyrinth Learning

Instructor Information
Instructor Bobbi Ansiaux, CPA, MS, MA
E-mail ransiaux@dcccd.edu

General Information
Course Credit Hours: 3 hours

Important Course Dates
Start Date 09/03/19
Certification Date 06-13-19
Withdrawal Date 11-13-19
End Date 12/06//19

Brookhaven Accounting Help Desk:
Sophia Kwon
Office: M132 located in the M 129 Lab Phone: 972-860-4376
Call to verify hours before coming to campus.
E-mail: skwon@dcccd.edu
Academic Dishonesty
Please, please, please complete your own assignments. Academic dishonesty in any form may result in an ‘F’ for this course. This includes submitting the same file as another student, collaborating or getting help on tests, or submitting work that has not been done entirely by you.

Student Learning Objectives

- Record journal entries
- Create an income statement
- Create a statement of owner's equity
- Create a balance sheet
- Add, remove, and adjust worksheets
- Create a statement of cash flows
- Use cell references in formulas
- Use functions in formulas to perform calculations and manipulate text
- Calculate inventory cost under the LIFO, FIFO, and weighted average methods
- Create PivotTables
- Create a bank reconciliation
- Apply Quick Styles and conditional formatting
- Create a depreciation schedule
- Use the SLN, SYD, and DDB functions
- Sort, filter, and analyze table data
- Create a payroll register
- Use the ROUND and IF functions
- Distinguish between absolute cell references and mixed cell references
- Use the VLOOKUP and HLOOKUP functions
- Create a bond amortization schedule
- Use the PV, FV and PMT functions
- Automate processes with macros
- Perform vertical and horizontal analyses
- Create charts
- Create cost and purchases budgets
- Perform a cost-volume-profit (CVP) analysis
- Use Goal Seek and Solver

Student Learning Outcomes (End-of-Course Outcomes)

Upon completion of this course students should be able to:

1. Utilize general ledger, spreadsheet and/or database software for accounting and management applications.
2. Complete a comprehensive project.
Workplace and Foundation Competencies

Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need in order to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
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<tbody>
<tr>
<td>Manage Resources</td>
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<tr>
<td>Exhibit Interpersonal Skills</td>
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<tr>
<td>Work with information</td>
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<tr>
<td>Apply Systems Knowledge Skills</td>
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<tr>
<td>Exhibit Time Management Skills</td>
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<table>
<thead>
<tr>
<th>Foundation Skills</th>
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<tr>
<td>Demonstrate Basic Skills</td>
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<tr>
<td>Demonstrate Thinking Skills</td>
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<tr>
<td>Exhibit Personal Qualities</td>
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<tr>
<td>Demonstrate Responsibility Skills</td>
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<td>Use Technology</td>
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The Grading System

Assignments and Introductory Activities: (580 Points)

Introductory and closing activities total 20 points. Points may be earned by completing the assignments related to each unit. Assignments should be submitted electronically to the e-lab and e-Campus as you complete the assignment. If you have trouble submitting the assignment in e-Campus, please email me at ransiaux@dcccd.edu.

Projects: (420 Points)

There will be Projects 1 and 2 are worth 125 points each and project 3 projects is worth 170 each. These projects are instead of tests and must be completed alone without working with other students or getting help in the lab. These projects are not timed and are based on the assignments for chapter. These projects are “open book” and you are welcome to use any accounting or Excel resources that you wish.

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<thead>
<tr>
<th>TOTAL POINTS EARNED</th>
<th>LETTER GRADE EARNED</th>
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<tbody>
<tr>
<td>900 - 1000</td>
<td>A</td>
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<tr>
<td>800 - 899</td>
<td>B</td>
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<td>700 - 799</td>
<td>C</td>
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<td>600 - 699</td>
<td>D</td>
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<tr>
<td>0 - 599</td>
<td>F</td>
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**Withdrawal Policy**

I hope that you will finish this course successfully!! If you participate in class and complete the assignments, you will be successful. If you are unable to complete this course and want to receive a “W”, you must withdraw from the course by the withdrawal date. If you stop attending class and do not withdraw, you will receive a performance grade, which can result in an “F”. Students sometimes drop courses when help is available that would enable them to continue. Please discuss your plans with me first, if you feel the need to withdraw.

**Assignment Calendar**

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Topics</th>
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| 09/03      | Chapter 1 – Tracking Customer Data  
The Accounting Equation and Recording Journal Entries |
| 09/09      | Chapter 2 – Recording Student Grades  
Preparing Financial Statements |
| 09/16      | Chapter 3 – Data Visualization and Images  
Project #1 |
| 09/23      | Chapter 4 – Organizing Large Amounts of Data  
Inventory Costing and Analysis |
| 09/30      | Chapter 5 – Advanced Workbook Formatting  
Bank Reconciliation |
| 10/07      | Chapter 6 – Date Functions and Conditional Formatting  
Payroll |
| 10/14      | Chapter 7 – Advanced Functions for Text and Analysis  
Depreciation |
| 10/21      | Chapter 8 – Lookup Functions and Outlines  
Cash Flow Statements |
| 10/28      | Chapter 9 – Working with Tables  
Project #2 |
|            | **Last Day to Withdraw with “W” Nov. 13** |
| 11/04      | Chapter 10 – Financial Functions and What-If Analysis  
Bond Amortization – due 07-03-19 |
| 11/11      | Chapter 11 – PivotTables and Pivot Charts  
Financial Statement Analysis - due 12-06-19 |
| 11/18      | Chapter 12 – Workbook Completion  
Budgeting and Cost Analysis - due 12-06-19 |
| 11/25      | Project #3 – due 12/06/19 |
| 12/02      | Wrap Up - due 12/06/19 |