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  
Excel for Accounting by Eric Weinstein  
Labyrinth Learning  
ISBN: 978-159136-697-3

Instructor Information  
Instructor La’Portia Hurse, MS  
E-mail lhurse@dcccd.edu

General Information  
Course Credit Hours: 3 hours

Important Course Dates  
Start Date 09/03/2019  
Certification Date 09/09/2019  
Withdrawal Date 10/09/2019  
End Date 10/21/2019

Brookhaven Accounting Help Desk:  
Sophia Kwon  
Office: M132 located in the M 129 Lab
Phone: 972-860-4376  
E-mail: skwon@dcccd.edu

Note: Lab associates are not tutors but are an additional resource to help answer questions and provide guidance. As a good-practice measure if you plan to visit the lab, please call or e-mail to schedule an appointment or confirm their availability.

**College Policies link:**
www.brookhavencollege.edu/syllabipolicies

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

**The Grading System**

**Assignments: (600 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 lhurse@dcccd.edu.

**Introductory Activities and Projects: (250 Points)**

There will be 5 projects. 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.

**Comprehensive Problem: (100 Points)**

The comprehensive problem will be worth 100 points.

**Final: (50 Points)**

The Final will be worth 50 points.

**Extra Credit (50 points)**

Learn additional Excel features, while earning extra credit for these assignments.
Excel Microsoft Specialist Exam
I would encourage any student who masters the concepts in this class to take the MOS exam for Excel. There is a fee of approximately $100 to take this test, the exam be taken at Brookhaven College or another approved testing site. Details to the exam testing schedule will be emailed later this term.

<table>
<thead>
<tr>
<th>TOTAL POINTS EARNED</th>
<th>LETTER GRADE EARNED</th>
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<tbody>
<tr>
<td>900 - 1050</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
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<tr>
<td>700 - 799</td>
<td>C</td>
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<tr>
<td>600 - 699</td>
<td>D</td>
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<tr>
<td>0 - 599</td>
<td>F</td>
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</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03</td>
<td>Chapter 1 – The Accounting Equation and Recording Journal Entries</td>
</tr>
<tr>
<td>09/03</td>
<td>Chapter 2 – Preparing Financial Statements</td>
</tr>
<tr>
<td>09/10</td>
<td>Chapter 3 – Statement of Cash Flows</td>
</tr>
<tr>
<td>09/10</td>
<td>Chapter 4 – Inventory Costing and Analysis</td>
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<tr>
<td>09/17</td>
<td>Chapter 5 – Bank Reconciliation</td>
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<td>09/17</td>
<td>Chapter 6 – Depreciation</td>
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<td>09/24</td>
<td>Chapter 7 – Payroll</td>
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<tr>
<td>09/24</td>
<td>Chapter 8 – Bond Amortization</td>
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<tr>
<td>10/01</td>
<td>Chapter 9 – Financial Statement Analysis</td>
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<tr>
<td>10/01</td>
<td>Chapter 10 – Budgeting and Cost Analysis</td>
</tr>
<tr>
<td>10/08</td>
<td>Comprehensive Problem</td>
</tr>
<tr>
<td>10/08</td>
<td>Review of Basic Excel Topics</td>
</tr>
<tr>
<td>10/09</td>
<td><strong>Last Day to Withdraw with “W” October 9</strong></td>
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<tr>
<td>10/15</td>
<td>Review of Advanced Excel Topics</td>
</tr>
<tr>
<td>10/15</td>
<td>Final and Wrap Up (Class ends October 21)</td>
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</tbody>
</table>