

# ACTG 64B: COMPUTERIZED ACCOUNTING PRACTICE USING EXCEL

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2021
<b>Units:</b>	4
<b>Hours:</b>	4 lecture per week (48 total per quarter)
<b>Corequisite:</b>	Completion of or concurrent enrollment in ACTG 1B or 1BH.
<b>Advisory:</b>	Not open to students with credit in CIS 64B.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- Apply accounting principles, procedures, and critical review of financial case studies by data entry of business transactions into a computerized spreadsheet program.
- Integrate knowledge of various accounting principles and demonstrate capability and skill with the spreadsheet program into various accounting work papers, financial solutions, and financial reports.

## Description

Practice in using an electronic spreadsheet program to organize and process financial and managerial accounting data. Includes research on the internet.

## Course Objectives

The student will be able to:

- Work independently and comply with written instructions on handling accounting information.
- Establish and meet a time schedule.
- Increase comprehension of accounting concepts.
- Understand the basic mechanics of an electronic spreadsheet.
- Create spreadsheet reports.
- Analyze spreadsheet reports.
- Conduct research on the internet.

## Course Content

A. Using a combination of pre-programmed and model building exercises learn or review the following Excel functions:

- SUM
- IF
- DDB
- SLN
- NOW

- PMT
- PV
- NPV
- FV
- ROUND
- VLOOKUP
- Pivot Tables

B. Using a combination of preprogrammed and model building exercises create or complete a computerized spreadsheet version of the following:

- Business transactions
- Trial balance worksheet
- Income statement
- Balance sheet
- Statement of owner's equity and/or statement of retained earnings
- Statement of cash flows
- Bank reconciliation
- Inventory cost flow schedules (FIFO/LIFO)
- Depreciation schedules
- Loan payment schedule
- Bond amortization schedules
- Vertical analysis
- Horizontal analysis
- Payroll register
- Cash budget
- Ratio analysis

C. Prepare a financial analysis model that incorporates many of the problems and models already prepared above, including written analysis

D. Print out and discuss information obtained from internet research

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

- Access to a computer lab and Excel software.
- When taught as an online distance learning section, students and faculty need ongoing and continuous internet and email access.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Midterm and final exams
- Computerized assignments using Excel spreadsheets to enter business transactions and prepare financial statements
- Computerized assignment using Excel spreadsheets to create general ledger, receivables and payable, payroll transactions, and bank reconciliation statement
- Computerized assignments using Excel spreadsheets to create various budgets
- Discussion posts

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture
- Electronic discussions/chat
- Demonstration

## **Representative Text(s) and Other Materials**

Smith, Gaylord N.. *Excel Applications for Accounting Principles*. 2020.

## **Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments**

A. Reading of internet articles and writing on accounting topics or accounting related current events and/or careers.

B. Written financial statement analysis accompanying various assignments.

## **Discipline(s)**

Accounting