

ACTG 64B: COMPUTERIZED ACCOUNTING PRACTICE USING EXCEL

Foothill College Course Outline of Record

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

Student Learning Outcomes

- Apply accounting principles and procedures by data entry of business transactions into a computerized spreadsheet program.
- Integrate knowledge of various accounting principles and the spreadsheet program into various accounting work papers 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

- 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

- 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