

Course Outline of Record

1. Course Code: BUAC-019
2.
 - a. Long Course Title: Excel Spreadsheets for Accounting
 - b. Short Course Title: Excel for Accounting
3.
 - a. Catalog Course Description:
 This course covers the fundamentals of electronic spreadsheets using Microsoft Excel software. Students will concentrate on solving accounting problems and completing accounting projects with Excel.
 - b. Class Schedule Course Description:
 This course covers the fundamentals of electronic spreadsheets using Microsoft Excel software. Students will concentrate on solving accounting problems and completing accounting projects with Excel.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - ACCOUNTING AS Degree for Employment Preparation
 - ACCOUNTING Certificate of Achievement
4. Total Units: 2.00 Total Semester Hrs: 36.00
 Lecture Units: 2 Semester Lecture Hrs: 36.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 32 Allow Audit: No
 Repeatability 0x
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. John J. Wild (2047). Financial Accounting Fundamentals (6th/e). McGraw-Hill. ISBN: 9781307030778
 College Level: Yes
 Flesch-Kincaid reading level: N/A
 - b. Brewer, Peter C (2016). Introduction to Managerial Accounting (7th/e). McGraw-Hill. ISBN: 9780078025792
 College Level: Yes
 Flesch-Kincaid reading level: N/A
 - c. Smith, Gaylord (2012). Excel Applications for Accounting Principles (4th/e). Cengage. ISBN: 978111158156
 College Level: Yes
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

Lecture:

- A. Interpret and use general computerized accounting principles and practice.
 1. File management
 2. Data protection and backup
- B. Identify, analyze and apply general electronic spreadsheet principles and practices.
 1. Use Headers and Footers and other features to identify and document spreadsheets
 2. Create, use, and re-use templates

- 3. Managing successive generations of templates
 - 4. Isolate input variables in one section of the sheet rather than “hard coding” variable into cell formulas.
- C. Use Excel features, formulas, functions, and commands to construct accounting related spreadsheets.
- 1. Spreadsheet basics such opening and saving files, printing, copying, pasting, formula construction, relative and absolute cell references, formatting, etc...
 - 2. Workbooks, working with multiple sheets, worksheet auditing, setting options.
 - 3. Data utilities such as sort, filter, subtotal, and parse.
 - 4. Financial, date/time, and lookup reference.
- D. Apply accounting theory to spreadsheet construction.
- 1. Preparation of trial balance and integrated financial statements.
 - 2. Creation of cash receipts and disbursements journals.
 - 3. Budgets and cash flow forecasting.
 - 4. What-if-analysis and financial decision making.
 - 5. Present value techniques.
 - 6. Payroll tax registers.
 - 7. Loan amortization schedules.
 - 8. Depreciation schedules.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

- 1. Evaluate accounting problems; then design and construct Excel spreadsheets to solve those problems.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Interpret and use general computerized accounting principles and practices.
- b. Identify, analyze and apply general electronic spreadsheet principles and practices
- c. Use Excel features, formulas, functions, and commands to construct accounting related spreadsheets.
- d. Apply accounting theory to spreadsheet construction.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Distance Education
- d. Lecture
- e. Observation
- f. Participation
- g. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 36.00

Outside Class Hours: 72.00

a. In-class Assignments

- A. Reading from assigned texts and prepared materials.
- B. Computer assignments using Excel electronic spreadsheet software.

b. Out-of-class Assignments

- A. Reading from assigned text and prepared materials.
- B. Written homework assignments.
- c. Computer assignments using Excel electronic spreadsheet software.

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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Computational/problem solving evaluations
- True/false/multiple choice examinations
- Mid-term and final evaluations

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Display the skills and aptitude necessary to pass certification exams in their field.

IO - Global Citizenship - Scientific & Technological Literacy

Synthesize, interpret, and infer, utilizing information, data, and experience to solve problems, innovate, and explore solutions.

Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item

Cost Per Unit

Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

Course was recommended by advisory committee..

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*
b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000593719

b. T.O.P. Code [CB03]: 50200.00 - Accounting

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: C = Non-Transferable

e. Basic Skills Status [CB08]: 2N = Not basic skills course

f. Vocational Status [CB09]: Clearly Occupational

g. Course Classification [CB11]: J - Workforce Preparation Enhanced Funding

h. Special Class Status [CB13]: *N/A*

i. Course CAN Code [CB14]: *N/A*

j. Course Prior to College Level [CB21]: Y = Not Applicable

k. Course Noncredit Category [CB22]: Y - Not Applicable

l. Funding Agency Category [CB23]: Y = Not Applicable

m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): ACCOUNTING,ACCOUNTING

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Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator John Gerardi Origination Date 01/26/18