

Week of	Date	Topic	Assignment/Due date
1	September 25	Intro, Basics, Formulas, Formats, Functions	Sample A, B, C, and D (not submitted)
2	October 2	Acct Worksheet,	P-1
3	<b>October 9</b>	Merchandising Bank Rec,	P-2
4	October 16	Aging AR Term Project 1- M-1 begin	P-4, P5
5	October 23	Inventory Cost Flow	P6, P7
6	October 30	Depreciation Midterm Exam Take in class	P-9
7	November 6	Term Project 1-M-2 Begin  Household budget Begin	M-1 due 11/6
8	November 13	M-2Project Household budget	M-2 due 11/13 Present in class
9	November 20	Payroll Register,	P-10
10	November 27	Cash Flow	P-14 Household Budget due and present
11	December 4	Present Household budget Project	Present in class Household budget 12/4
	December 9	Final Exam 12/9 4-6pm	

# De Anza College

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## Acct 88 Excel Spreadsheets/Accounting

Fall Quarter 2014 Thursday

Instructor: Laurie Hammond

**Email: hammondins@hotmail.com**

Texts: *Smith, Gaylord. Excel Applications for Accounting Principles, 4<sup>th</sup> Edition Southwest/Thompson Pub Warren etc.*  
*Excel Quick (optional)*

### **Description:**

The primary objective of this course is to help students learn the fundamentals of spreadsheets typically used in accounting and business, using Excel software. Students should have taken Accounting 1A and the CIS 99 spreadsheet courses, or equivalent. It is expected that students are already comfortable with Excel skills including entering text/labels/numbers, writing formulas, formatting, navigation, functions, editing, printing, and error messages.

### **Grading:**

Midterm: (1)	100
Homework/In Class	90
Project 1 (30 pts.) & 2(50pts.)	80
Household Budget	100
Final	<u>50</u>
Total	420

A – >90%   B – >80%   C – >70%   D – >60%   F < 59%

De Anza does not have an automatic dropping policy. If you are registered for the class you must drop the class. If you are on the end of quarter

grading sheet you will receive a grade.

### **Course Expectations/Requirements:**

During the course, students will build spreadsheets commonly used in accounting/ business applications. The course requires a substantial amount of hands on computer time and problem solving.

After completing the reading and homework assignments, you should be able to:

1. Interpret and use general computerized accounting principles and practices.
2. Practice general spreadsheet principles.
3. Use Excel features, formulas, functions, formats, and commands to construct accounting related spreadsheets.
4. Apply underlying accounting theory supporting spreadsheet construction.

I will have office hours on Thursdays in the back of the computer lab from 1:25-2:25 PM.

### **Policies**

Homework should be submitted the week after we review that particular assignment in class. Late homework will receive **Half Credit**. Late homework will also not be entitled to submit extra credit. The assignments should be folded in half lengthwise, with your name and assignment number shown on the outside. There will be nine assignments worth ten points each. Assignments may be submitted in soft copy. I will distribute a more detailed explanation for the term projects, M-1, M-2 and Household Budget. The term projects must be presented in class on due date. Projects may be present earlier. Email soft copy so that I can do sensitivity analysis.

Those not able to take the midterm or final exam at the scheduled time should arrange to take the test BEFORE the exam date. There will be no make ups.

Please turn your cell phones off during class. Cell phones should not be visible during tests or they will be confiscated and you will fail the test. Cheating and disruptive behavior will not be tolerated and are dealt with in accordance with the De Anza policies set forth in the course catalogs and schedules.