

Week of	Date	Topic	Assignment
1	April 5	Intro, Basics, Formulas, Formats, Functions	Sample A, B, C, and D (not submitted)
2	April 12 <i>Last day to Drop for refund 4/17</i>	Acct Worksheet,	P-1
3	April 19 <i>Last day to Drop 4/24</i>	Merchandising Bank Rec,	P-2, P-4
4	April 26 <i>Last day to request Pass/No Pass 4/30</i>	Aging AR	P5,
5	May 3	Inventory Cost Flow	P-6
6	May 10	Depreciation Midterm Exam Take in class	P-7
7	May 17	Term Project 1 M-1	P-9
8	May 24	M-1 M- 2 Begin Household budget	M-1 5/26 Due
9	May 31	Payroll Reg, M-2 Present in class	P-10, M-2 Due 6/2
10	June 7	Cash Flow Household Budget	P-14
11	June 14	Present Household Budget 6/13, 6/15	
	June 21 Tuesday 11:30	Final Exam	

De Anza College

Acct 88 Excel Spreadsheets/Accounting

Spring Quarter 2016

Instructor: Laurie Hammond

Email: hammondlauri@fhda.edu

Texts: *Smith, Gaylord. Excel Applications for Accounting Principles 4 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 CAOS 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
Project 2	50
House Bud.	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 Tuesdays in the back of the computer lab from 10:25-11:25 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 (Excel 2003 and later format, up to 2007 format).

I will distribute a more detailed explanation for the two term projects, M-1, M-2 and Household Budget. The term projects must be presented and submitted by email in soft copy so that I can do the 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.