

ACCT 216-SPREADSHEET ACCOUNTING 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course is a hands-on spreadsheet accounting course designed to help students apply previous knowledge and processes of financial and managerial accounting to a computerized environment using popular spreadsheet software.

Prerequisites: COSC 125

Co-requisites: ACCT 212

Semester Offered: Spring

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Discover the basics and applicable uses of Excel in providing accounting information to both internal and external decision makers.

2. Explore how formulas can be utilized to make computations.
3. Link different spreadsheets together and learn the significance of absolute and relative cell references.
4. Design and set up a spreadsheet that will calculate and recalculate complicated calculations with enhanced accuracy.
5. Perform calculations that will allow changing only parts of the spreadsheet for what-if analysis purposes.
6. Practice formatting data in a spreadsheet as to how it looks on the screen along with how it looks when printed.
7. Participate in activities that involve learning how to utilize template files to complete various financial and managerial accounting projects.
8. Create spreadsheet templates from scratch (called model building) and then test the model for various financial and managerial accounting applications.

Specific Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Identify windows and accounting terminology.
2. Open the spreadsheet program and identify the various components.
3. Prepare formulas for numerous and various calculations.
4. Format, save and print spreadsheets.
5. Open and prepare templates.
6. Record business transactions and calculate account balances.
7. Prepare and complete accounting worksheets, adjust account balances and complete an adjusted trial balance.
8. Estimate and analyze bad debts and uncollectible accounts.
9. Prepare a payroll register.
10. Prepare a tabular analysis.
11. Prepare financial statements.
12. Link various worksheets to other required reports.
13. Prepare special journals such as the cash receipts journal.
14. Analyze aging of accounts receivable.
15. Prepare amortization schedules for note and bond valuation.
16. Complete model building and case problems.
17. Use lookup functions and prepare pivot tables.