

Assignments are due on Thursday unless assigned a specific date

Week of	Date	Topic	Assignment
1	January 5	Intro, Basics, Formulas, Formats, Functions	Sample A, B, C, and D (not submitted)
2	January 12	Acct Worksheet,	P-1, P-2,
3	<b>January 19</b> <b>Last day to Drop 27<sup>th</sup></b>	Merchandising Bank Rec,	P-4, P-5
4	January 26 <b>Last to request</b> <b>Pass/No pass Feb. 3<sup>rd</sup></b>	Aging AR	P-6,
5	February 2	Inventory Cost Flow	P- 7
6	February 9	Depreciation Midterm Exam Take in class 2/13	P-9
7	February 16	Term Project 1 M-1	M-1
8	February 23	M-1 M-2 Household Budget	M-1 due 2/25
9	March 1	M-2- Present in class	M-2 Present in class 3/3 due
10	March 8	Payroll Reg, Cash Flow	P-10 P-14
11	March 15	Present Household Budget Project	3/17 Present Household Budget due
	March 22 Tuesday 4-6PM	Final Exam in class	

# **De Anza College**

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## **Acct 88 Excel Spreadsheets/Accounting**

Winter Quarter 2016

Tuesday and Thursday

Instructor: Laurie Hammond

**Email: [hammondlauri@fhda.edu](mailto:hammondlauri@fhda.edu)**

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	410

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 Thursday in the back of the computer Lab from 4:55- 5:55 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.

I will distribute a more detailed explanation for the two term projects, M-1, M-2 and Household Budget. The M-2 and Household Budget 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.