

ACCT 133 – Intro to Computerized Spreadsheet Accounting
Course Syllabus - Spring, 2012: OL Class # 22496
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Please access your on-line course on each attempt through my web page at www.cerritos.edu/dschmidt. This is important to insure you have access to other content on my webpage. You can then choose the Talon Net link from the front page to access the ACCT 133 On-Line content through the Talon Net log in. All Course Content is contained within the Talon Net platform.

YOU ARE REQUIRED to complete the on-line orientation during the first few days of class. If you do not, you will be dropped so that a waitlist student can have an opportunity to enroll in the class. Please contact me by Wednesday evening of the first week of class when all orientation steps are completed.

You are required to maintain a weekly contact with me via e-mail. In addition there are four required in-class visits to meet proctoring requirements required at several transfer institutions. If you are not willing to do this, do not enroll in this class. Each week you do not contact me, you will be marked absent. If your absences exceed the maximum allowable under the college's attendance policy, you will be dropped.

Course Description:

The purpose of this course is to enable the student to automate many of the routine manual functions studied in the Introductory Accounting Class (ACCT 100). In addition, the student will develop other practical financial templates and worksheets that will be used to assist in common business decisions. This course utilizes the Excel 2010 Spreadsheet program. The Excel program lends itself well to just about any application that requires the analysis and manipulation of numbers. We will focus on accounting applications that you covered in your introductory accounting course, as well as common business and finance applications.

Prerequisites:

ACCT 100 is the **mandatory prerequisite** since a working knowledge of accounting is essential for successful completion of this course. Anyone not meeting the prerequisite should see the instructor immediately.

ACCT 1T:

For extra help, we have added sections of a computerized tutorial lab class that you may attend on an as-needed basis. Please enroll in class number **22454**. I would strongly encourage you to sign up for this lab so that you can get assistance with assignments, as well as take proctored quizzes and exams in the accounting lab. Most students find this assistance invaluable in an on-line class. An instructor is available who will be able to assist you with any computerized applications. You will take the two in class quizzes, the midterm and final during one of these times. Once you sign up, you can attend any of the time slots. If you do not sign up for one of these sections, then you will be required to

take proctored quizzes using other arranged times. (I will distribute the times during the first week of class and will post them on my website.) The lab class is offered on a pass/no pass basis. You must attend the class at least once during the semester to receive a “pass.”

Textbook: **Excel Applications for Accounting Principles, 4th Ed;** and **Excel Quick 4th Ed**, Smith, Gaylord; 2012, Thomson South-Western Publishing Company. **Be wary of purchasing a used book.** The book is designed with fill in answers and tear out pages. Crucial parts of the text may be missing if you purchase a used book. (ISBN 1-111-82253-0 and 1-111-58156-8. If you choose to purchase an e-book, you will be required to print out specific pages for turn in. You should also purchase a flash drive to save your work. The new version of the textbook no longer comes with the data files. Instead, the files must be downloaded from the Publisher’s website, which can be located at http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781111581565&token= . Further details are available on my website.

Other Required Materials:

1. A flash drive or thumb drive to save your work on.
2. A notebook for taking notes and accumulating handouts and classwork.
3. A soft folder for turning in classwork for grading.
4. One Scan Tron form 882 or equivalent.
5. A good attitude.

Student Learning Outcomes:

1. Students will be able to prepare a set of financial statements using Excel which utilizes standard formats that are used in accounting.
2. Students will be able to chart a set of data using Excel.

Communication: I often send out e-mails. Almost all of the correspondence for this class will be in the form of an e-mail Please update your e-mail address on My Cerritos and make sure you check the box that says that e-mail is your preferred method of communication. If you do not do this, you will miss valuable class communications. You must check your e-mail OFTEN. You must make a weekly contact with me via email to remain in the class. If you do not make a weekly contact, you are deemed absent. Whatever email address you choose to receive communication at should be the email of record on My Cerritos.

General Information:

This class is designed to be an on-line experience. You must be self-motivated and self-disciplined to be successful in any on-line class. You must also have above average time management skills. You must be willing to ask questions. I will always be just an e-mail away from help!

You must make e-mail contact with me every week. If you miss a week, it is deemed as an absence. I expect you to contact me weekly to update me on your progress. If there is a week where you do not make any progress, let me know that also, and what you intend to do to catch up with the rest of the class. (See official attendance policy in the schedule.) Also, I expect you to check the announcements each week. When you have questions, do not hesitate to e-mail or call me. You will need to make arrangements with me to come in and take the 50-point quizzes and the midterm and the final. You **MUST** make arrangements with me the week before the scheduled date. **That means there are four required visits to campus.** Please make sure you can fulfill these obligations before you sign up for the course.

Policy Statement: Excessive absences, unsatisfactory progress, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from class. Work is to be done **ALONE** and **INDEPENDENTLY**. The assignments are individual efforts – not group efforts. You may not share files or work. Submissions must be 100% completed by the enrolled student. I do not tolerate cheating in any manner. The college and I take academic honesty issues very seriously. I expect ethical behavior and integrity at all times. Students who commit academic dishonesty will be dealt with according to the college’s Academic Honesty policy found in the schedule of classes.

Classroom Interruptions: Out of respect for your instructor and fellow classmates, all cell phones, pagers, and any other communication devices must be **TURNED OFF** before entering the classroom or lab session. On days of quizzes and exams, cell phones may not be out for any reason. Failure to follow this request may result in suspension from class.

Rules:

1. No food or drink at the computer tables at any time.
2. Do not remove any drives until the program is closed.
3. Save your work often.
4. Absolutely no software is to be copied.
5. You are to do your own work. Anyone who is found to be copying someone else’s files, disks or work may receive a failing grade.

Grading:

Students will be evaluated through a combination of classwork assignments, quizzes, exams, and participation as detailed below:

Classwork Assignments:

On-Line quizzes to gauge progress	5 @ 10 points each	50
Section Problems	3 @ 5 points each	15
Pre-programmed Problems	6 @ 20 points each	120
Model Building Problems	5 @ 20 points each	100
Instructor Programmed Problems	5 @ 20 points each	100

Quizzes (in Class)	2 @ 50 points each	100
Mid Term (in Class)		100
Final (in Class)		100
Participation/Communication		<u>5</u>
Total Points		690

Your grade will be determined based on your total accumulation of points according to the following:

Letter Grade	Percentage	Total Points Needed
A	90 – 100%	621 - 690
B	80 – 89%	552 - 620
C	70 – 79%	483 - 551
D	60 – 69%	414 - 482

You are encouraged to keep track of your progress as you go along. For OL students, I will post grade updates after each quiz/test on the Talon Net site.

On-line quizzes: There will be five on-line assessment quizzes which cover the concepts introduced in the Excel “Quick” book. These quizzes are worth 10 points each. They must be accessed from Talon Net. Choose the button on the left of the Talon Net toolbar which says “Tests and Quizzes.” Each quiz is timed at 45 minutes. You can only access them once, and once you enter the quiz, you cannot leave. If you do not complete the quiz in the allotted time, or you leave the quiz for any reason prior to finishing it, the score that you receive at the time will be recorded.

In Class Quizzes and Exams: There are two in-class quizzes, an in-class mid-term, and an in-class final. Reminders will be sent out as the due date approaches. It is up to the student to make arrangements at least a week in advance, and then to attend the agreed upon appointment time to take quizzes/exams. These are posted on the schedule of activities. **Please make sure that you keep these time critical dates in mind.**

Classwork:

Computer time is obviously limited. It is strongly suggested that you **review the assignments at home** and be thoroughly familiar with material to be covered. Notes, e-mails, and web postings will explain the relative accounting principles and Excel functions. **Make sure you check the announcements section each time you log in** or you will miss valuable information necessary to complete the problems. All classwork is due on the date of the next quiz or exam. **Assignments are to be turned in to me in the order assigned in a folder. A cover sheet is provided that will be placed on top of each batch of assignments. Use the cover sheet as a check off sheet. Each assignment should include the completed printout of the problem as is, the “what if” printout, the printout of any required graphs or ticklers, the printout of the formulas or cell contents and the portion of the workbook requiring answers. Work**

should be submitted in a folder. I will provide a reminder of assignments due prior to the week of the quiz or exam. All work submitted shall have the appropriate headers. Late homework will be accepted but will be discounted for each day turned in late. Work turned in later than a week past the due date will not be accepted. **YOU MUST BE AWARE OF DUE DATES AND MEET THEM!!!!** Deadlines are not any different than in a traditional classroom.

Withdrawals:

If for some reason, you do not intend to complete the course, it is YOUR responsibility to initiate a withdrawal through the Admissions Office. If you do not officially withdraw from the course, you may receive an undesirable grade. *The last day to officially withdraw is April 20, 2012.*

Disability Accommodations: Students with disabilities are encouraged to contact the instructor during office hours to discuss their disability related accommodations. Use of Disabled Student Programs and Services (DSPS) services including testing accommodations, requires prior authorization by DSPS and compliance with approved procedures.

Most Important:

I want this to be a fun learning experience for you. No one is too young or too old to learn how to work with a computer. Your success is very important to me. If you encounter any problems, please see me at your convenience. My office is in the Business Education Building.

Office: BE-F

Office Hours: M Tu W Th

7:45 – 8:30 a.m.

and by appointment

Phone: 562 860-2451 x
2712

Email:
Dschmidt@cerritos.edu

E-mail is the preferred method of communication. Please do NOT leave voicemails, unless you have no other means of communication.

Website Information: My web page is located at <http://www.cerritos.edu/dschmidt>. I update my web page often. I keep most of the handouts distributed in class on the site. If you miss a class, you should check the site for any handouts on the material you missed. You can send me email directly from my website. I check my e-mail often and will try to return mail promptly.