

**ACCT 133 – Intro to Computerized Spreadsheet Accounting
(Using Excel)
Course Syllabus – Spring, 2012: Tkt # 22494
Debra L. Schmidt, CPA**

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.

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.

ACCT 1T - enrollment strongly encouraged:

For extra help, we have added an optional computerized tutorial lab class. I STRONGLY ENCOURAGE you to enroll in this class. The class number is 22454. You should utilize the lab to complete assignments and to obtain additional assistance whenever necessary. An instructor is available who will be able to assist you with any computerized applications. Once you enroll, you are eligible to attend any of the lab times. A list of lab times will be distributed during the first week of class and posted on my website. (I do teach a section right before your class, so you can come in early and get started!) This course is offered on a pass/no pass basis. You must attend the lab at least once during the semester to receive a “pass” grade.

Textbook: Excel Applications for Accounting Principles, 4th Ed; and Excel Quick 4th Ed, Smith, Gaylord; 2012, Thomson South-Western Publishing Company. **Please be wary about purchasing a used book for this class. The book is designed with fill in answers and tear out pages. Crucial parts of the text will 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 USB/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.

Communication: I often send out e-mails. 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.

General Information: This class is designed to be a hands-on learning experience. Therefore, attendance is of the utmost importance. If you know in advance that you will be unable to attend class, please let me know. If you miss more than the designated number of hours of class, you WILL be dropped. (See official attendance policy in the schedule of classes for further details.)

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. On days of quizzes and exams, they may not be out for any reason. Failure to follow this request may result in suspension from class.

Accommodation for students with disabilities: 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.

Rules:

1. No food or drink at the computer tables at any time.
2. Do not remove any drives until you have closed the program.
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 or work will be subject to academic dishonesty policies.
6. Cell phones are to be TURNED OFF prior to entering the classroom. It is not appropriate to answer calls or to text during the class time.

Grading:

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

Classwork Assignments:

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	2 @ 50 points each	100
Mid Term		100
Final		100
Participation (indiv. And group)		5
Total Points		640

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%	576 – 640
B	80 – 89%	512 – 575
C	70 – 79%	448 – 511
D	60 – 69%	384 – 447

You are encouraged to keep track of your progress as you go along. However, for your convenience, I post classwork grades by student I.D. number in the northwest corner of the room.

Classwork:

Computer time is obviously limited. It is strongly suggested that you review the assignments at home before coming to class and be thoroughly familiar with material to be covered. Lectures will explain the relative accounting principles and Excel functions and are generally conducted at the beginning of class. **Do not be late** 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 with the provided cover sheet on top. 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. I will provide a reminder of assignments due prior to the week of the quiz or exam. 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.

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.

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

My preferred method of communication is e-mail. Please DO NOT leave me a voicemail message, unless that is the only means of communication you have available.

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.