

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

X Transfer Course    X A.A. Degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** ACCT 204    Financial/Managerial Accounting Spreadsheet  
Laboratory

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language and computational skills

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:**

**COREQUISITE:** ACCT 203

**RECOMMENDED PREPARATION:**

**SCOPE OF COURSE:**

Application of fundamental spreadsheet concepts, principles, and commands in working with templates and modeling problems in financial and managerial accounting problems.

**SPECIFIC COURSE OBJECTIVES:** Successful students will:

- A. Apply use of spreadsheets extensively in financial and managerial accounting and analysis, as well, as other business planning and analysis situations;
- B. Use microcomputers to solve financial and managerial accounting problems with spreadsheet techniques;
- C. Demonstrate an understanding of fundamental spreadsheet concepts, principles, and commands as applied to financial and managerial accounting problems;
- D. Use appropriate problem solving techniques for financial and managerial accounting situations in which spreadsheet solutions are correctly applied;
- E. Create graphic presentations of financial and managerial accounting problems using spreadsheet software;
- F. Apply the use of electronic spreadsheets extensively in financial and managerial accounting to develop an communicate information that supports economic decisions making.
- G. Discuss the role of computers in serving accounting, including a discussion of what is considered ethical and unethical information;

- H. Utilize electronic spreadsheets to calculate financial statement ratios and evaluate their usefulness and limitations in making decisions;
- I. Utilize the electronic accounting spreadsheet to process transactions and maintain account balances;
- J. Produce financial and managerial statements and reports utilizing electronic spreadsheet;
- K. Identify and develop electronic spreadsheet accounting reports that provide essential information for potential and current investors and creditors;
- L. Apply the use of electronic spreadsheets to accounting cycle theory
- M. Apply accounting knowledge to electronic spreadsheet design;
- N. Utilize electronic spreadsheets to analyze and evaluate basic accounting data pertaining to the operations of all classifications of organizations.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Introduction
  - A. Defining spreadsheet software
  - B. Starting Excel
  - C. Viewing the Excel window
  - D. Working with toolbars and menus
  - E. Opening and saving a workbook
  - F. Creating a new workbook
  - G. Entering labels and values
  - H. Navigating a worksheet
  - I. Naming and moving a sheet
  - J. Copying worksheets
  - K. Printing a worksheet
  - L. Print preview
  - M. Closing a workbook and exiting Excel
  
- II. Building and editing worksheet
  - A. Planning and designing a worksheet
  - B. Editing cell entries
  - C. Recovering a lot workbook
  - D. Creating formulas
  - E. Editing formulas
  - F. Order of precedence in formulas
  - G. Excel functions
  - H. Using the MIN and MAX functions
  - I. Copying and moving cell entries
  - J. Using the office clipboard
  - K. Understanding relative and absolute cell references
  - L. Copying formulas with relative and absolute cell references
  - M. Filling cells with sequential text and values
  - N. Inserting and deleting selected cell
  
- III. Formatting a worksheet
  - A. Formatting values
  - B. Using the format painter
  - C. Using fonts and font sizes
  - D. Changing attitudes and alignment
  - E. Rotating and indenting cell entries

- F. Using Auto Format
- G. Specifying row height
- H. Inserting and deleting rows and columns
- I. Adding and editing comments
- J. Applying colors, patterns, and borders
- K. Using conditional formatting
- L. Spell checking

IV. Working with charts

- A. Business transactions and the accounting equation
- B. Worksheet for a service firm
- C. Worksheet for a merchandising firm
- D. Financial statements
- E. Bank reconciliation
- F. Aging accounts receivable
- G. Depreciation
- H. Statement of cash flows
- I. Ratio analysis
- J. Manufacturing accounting
- K. Cost-volume-profit analysis
- L. Variable costing
- M. Master budget
- N. Flexible budgeting
- O. Material and labor variances
- P. Capital budgeting

V. Template problem

- A. Trial balance
- B. Financial statements
- C. Plant asset record
- D. Income statement
- E. Book value per share
- F. Vertical analysis
- G. Job order cost sheet
- H. Cost-volume-profit analysis
- I. Gross profit analysis
- J. Sales and production budgets
- K. Cash budgeting
- L. Sales and production budgets
- M. Variance analysis

VI. Model problems

- A. Trial balance
- B. Financial statements
- C. Plant asset record
- D. Income statement
- E. Book value per share
- F. Vertical analysis
- G. Job order cost sheet
- H. Cost-volume-profit analysis
- I. Gross profit analysis

- J. Sales and production budgets
- K. Cash budgeting
- L. Sales and production budgets
- M. Variance analysis

**REQUIRED READING:**

Reding, Elizabeth Eisner. Microsoft Excel 2002. Course Technology, 2002.

Smith, Gaylord N. Excel for Accounting Principles. Southwestern, 2000.

**SUGGESTED READING:**

Any recent surveys of accounting textbook.

**REQUIRED WRITING:**

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

Reading required text, solving the accounting templates, designing and creating accounting spreadsheet models, developing case study solutions, and reviewing lecture materials and demonstrations.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Grade: Template assignments	20%
Accounts case spreadsheet models	45%
Mid-term exam	15%
Final exam	<u>20%</u>
	100%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes \_\_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** David Forsyth, ext. 2500

**SIGNATURES ON FILE**