COURSE INFORMATION FORM

DISCIPLINE: Business Administration
COURSE TITLE: Accounting Using Spreadsheets

CR.HR 3 LECT HR. 3 LAB HR. CLIN/INTERN HR. CLOCK HR. 

CATALOG DESCRIPTION
The emphasis of this course is to teach the solving of accounting problems utilizing spreadsheet program as a tool.

PREREQUISITES
BSAD 101

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:
1. Solve accounting problems encountered in the workplace using spreadsheet software.
2. Integrate the spreadsheet database capabilities in solving accounting problems.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes ESO

2. Critical Thinking
   A. Sort and classify information:
      4. Distinguish the relevant from irrelevant and integrate key relationships (2)
   B. Define, analyze, and evaluate information, materials and data
      1. Objectively consider new information from diverse sources and perspectives (1)
      3. Unambiguously define problems and issues (1)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

AAS in Business with an emphasis in Accounting

Students will demonstrate the ability to practice and apply accounting principles involved in the process of preparing and analyzing financial statements in accordance with Generally Accepted Accounting Principles for management purposes. Including, but not limited to, small business, partnerships and corporations.

Utilization of accounting software packages in a computerized business accounting system.

Financial Services Program Certificate

Students will demonstrate the ability to explain and show how the principles of accounting are applied to investment accounting and work within all that is in the financial services industry including, but not limited to banking, investment, and finance.

Demonstrate critical thinking and problem solving skills by choosing the appropriate software for a given task.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Tests (1)
2. Accounting simulations (1-2)
3. Team projects (1-2)
4. Observation (1-2)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introduction to the course

II. Creating a worksheet and embedded charts

III. Formulas, functions, formatting, and web queries

IV. What-if analysis, charting, and working with large worksheets

V. Creating static and dynamic web pages using Excel

VI. Financial functions, data tables, amortization schedules, and hyperlinks

VII. Creating, sorting, and querying a list

VIII. Creating templates and working with multiple worksheets and workbooks

IX. Object linking and embedding (OLE) and web discussions

X. Final project

A. Preparation of a workbook
   1. Full set of financial statements
   2. Accounting worksheet
   3. Journal entries
   4. Ratio analysis
   5. Graph
   6. Template

B. Requirements