

# ACCT M60: EXCEL FOR ACCOUNTING

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**Originator**

rbennington

**College**

Moorpark College

**Discipline (CB01A)**

ACCT - Accounting

**Course Number (CB01B)**

M60

**Course Title (CB02)**

Excel for Accounting

**Banner/Short Title**

Excel for Accounting

**Credit Type**

Credit

**Start Term**

Spring 2021

**Catalog Course Description**

Examines the use of accounting principles and accounting data analysis using Excel. Includes the creation of professional worksheets, the use of formulae and functions, charts, database, basic macros, and other Excel features with emphasis on accounting as a financial analysis tool.

**Taxonomy of Programs (TOP) Code (CB03)**

0502.00 - \*Accounting

**Course Credit Status (CB04)**

D (Credit - Degree Applicable)

**Course Transfer Status (CB05) (select one only)**

B (Transferable to CSU only)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

C - Clearly Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

Y - Credit Course

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

Y - Credit Course

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

Will not be required

**Grading method**

Letter Graded

**Alternate grading methods**

Student Option- Letter/Pass  
Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

No

**Is this course part of a family?**

No

**Units and Hours**

**Carnegie Unit Override**

No

**In-Class**

**Lecture**

**Minimum Contact/In-Class Lecture Hours**

52.5

**Maximum Contact/In-Class Lecture Hours**

52.5

**Activity**

**Laboratory**

**Total in-Class**

**Total in-Class**

**Total Minimum Contact/In-Class Hours**

52.5

**Total Maximum Contact/In-Class Hours**

52.5

**Outside-of-Class**

**Internship/Cooperative Work Experience**

**Paid****Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

**Maximum Outside-of-Class Hours**

105

**Total Student Learning****Total Student Learning****Total Minimum Student Learning Hours**

157.5

**Total Maximum Student Learning Hours**

157.5

**Minimum Units (CB07)**

3

**Maximum Units (CB06)**

3

**Prerequisites**

ACCT M01 or ACCT M110

**Entrance Skills****Entrance Skills**

ACCT M01

**Prerequisite Course Objectives**

ACCT M01-explain the nature of asset, liability, owner's equity, revenue and expense accounts.

ACCT M01-analyze transactions according to the debit/credit framework.

ACCT M01-record transactions in the General Journal.

ACCT M01-post General Journal entries to the accounts in the General Ledger.

ACCT M01-compare and contrast cash basis and accrual basis accounting.

ACCT M01-explain the meaning of "matching principle" and how it relates to the accounting cycle and revenue and expense recognition.

ACCT M01-determine what accounts need adjustment at the end of the accounting period.

ACCT M01-explain the need for closing entries and journalize and post them.

ACCT M01-explain the need for a bank reconciliation and prepare it and the related journal entries.

ACCT M01-explain the need for a Petty Cash Fund and a Change Fund and the accounting procedures related to them.

ACCT M01-prepare payroll records and journal entries relating to employee earnings and deductions as well as employer taxes, payments, and reports.

ACCT M01-explain sales and purchase transactions and the journal entries related to each.

ACCT M01-explain cash receipt and cash disbursement transactions and the journal entries related to each.

ACCT M01-define and use accounting and business terminology.

**Entrance Skills**

ACCT M110

**Prerequisite Course Objectives**

ACCT M110-explain the content, form and purpose of the basic financial statements (including footnotes) and the annual report and how they satisfy the information needs of investors, creditors, and others.

ACCT M110-explain the nature and purpose of Generally Accepted Accounting Principles (GAAP) and the development of International Financial Reporting Standards (IFRS).

ACCT M110-explain and apply the components of the conceptual framework for financial accounting and reporting, including the qualitative characteristics of accounting information, the assumptions underlying accounting, the basic principles of financial accounting, and the constraints and limitations on accounting information.

ACCT M110-explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses; summarize the purpose of a journal and ledger.

ACCT M110-apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements, and relate this process to the accounting cycle.

ACCT M110-distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the revenue recognition and matching principles.

ACCT M110-relate operating activities to current asset and liability issues including measurement and reporting of cash and cash equivalents, receivables and bad debts, and inventory and cost of goods sold.

ACCT M110-explain the valuation and reporting of current liabilities, estimated liabilities, and contingencies.

ACCT M110-relate investing activities to long-term asset acquisition and disposal; distinguish between capital and revenue expenditures; identify issues and solve problems relating to asset use and cost allocation.

ACCT M110-relate financing activities to long-term liabilities and stockholders' equity issues including issuance, valuation, and retirement of debt (including time value of money), and issuance and repurchase of capital stock, and dividends.

ACCT M110-interpret company activity, profitability, and liquidity through selection and application of appropriate financial analysis tools.

ACCT M110-explain the nature and importance of operating, investing, and financing activities reported in the Statement of Cash Flows.

ACCT M110-explain the meaning of internal control, the nature of internal control procedures, and how they relate to management of resources and risk.

ACCT M110-identify ethical issues related to financial accounting and reporting and discuss strategies for addressing them.

ACCT M110-define and use accounting and business terminology.

## Requisite Justification

### Requisite Type

Prerequisite

### Requisite

ACCT M01

### Requisite Description

Course not in a sequence

### Level of Scrutiny/Justification

Content review

### Requisite Type

Prerequisite

### Requisite

ACCT M110

### Requisite Description

Course not in a sequence

### Level of Scrutiny/Justification

Content review

## Student Learning Outcomes (CSLOs)

**Upon satisfactory completion of the course, students will be able to:**

- 1 create Excel spreadsheets, including graphs, to present accounting information.
- 2 use Excel formulae, functions, and graphs to solve typical accounting problems.
- 3 use Excel worksheets to create depreciation and amortization schedules, bank reconciliations, and other commonly used accounting worksheets.

**Course Objectives**

Upon satisfactory completion of the course, students will be able to:

- |   |  |
|---|--|
| 1 | apply fundamental features of Excel.   |
| 2 | create analytical and financial workbooks suitable for accounting professionals.                                       |
| 3 | apply formulas and functions on various financial worksheets.  |
| 4 | create various worksheets including bank reconciliation, payroll registers, aging reports, and other business reports. |
| 5 | design charts and graphics using financial data.   |
| 6 | create and test basic macros.  |

**Course Content****Lecture/Course Content**

- (5%) - Introduction to Excel terminology
- (10%) - Customizing Excel for accounting
- (10%) - Formatting cells and editing spreadsheets
- (10%) - Integrating external data using Excel
- (10%) - Using advanced charts and special tools
- (10%) - Using advanced functions
- (5%) - Designing reports
- (10%) - Data tables and form design
- (10%) - Creating charts and graphics
- (10%) - Working with formulae and functions
- (5%) - Entering data in Excel
- (5%) - Navigating Excel worksheets and workbooks

**Laboratory or Activity Content**

n/a

**Methods of Evaluation**

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

- Problem solving exercises
- Skills demonstrations
- Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

- Classroom Discussion
- Essay exams
- Journals
- Objective exams
- Problem-solving exams
- Participation
- Skills demonstrations

**Instructional Methodology**

Specify the methods of instruction that may be employed in this course

- Computer-aided presentations
- Distance Education
- Instructor-guided use of technology
- Other (specify)

Specify other method of instruction

- Individual and group projects

**Describe specific examples of the methods the instructor will use:**

The instructor will use audio-visual presentations, class discussions, lectures, demonstrations, and computer-aided presentations to explain the various uses of Excel in accounting. Additionally, the instructor will demonstrate the use of the software by projecting it onto a screen and modeling its use.

**Representative Course Assignments****Writing Assignments**

- Display and calculate annual and quarterly depreciation expense, accumulated depreciation, and net book value of the assets on the spreadsheet.
- Complete the payroll worksheet by entering formulae to calculate Federal Insurance Contributions Act (FICA) taxes, unemployment taxes, and 401K matching contributions.

**Critical Thinking Assignments**

- Create a spreadsheet demonstrating the liquidity, profitability, and efficiency of these companies using the most recent data from three U.S. corporations and tools of financial analysis.
- Using financial statements provided, calculate liquidity and profitability ratios, and comment on the connection between numbers and the company's financial health.

**Reading Assignments**

- Read a financial accounting problem from a Corporate Financial Accounting text, and recreate it using Excel.
- Read the financial statements of a US publicly traded company, and summarize the Income Statement, Statement of Stockholders' Equity, and the Balance Sheet in Excel. The company you choose should follow GAAP, rather than IFRS.

**Skills Demonstrations**

- Use Excel to create various graphs illustrating corporate performance.
- Use Excel to calculate and present product cost variance analysis

**Outside Assignments****Representative Outside Assignments**

- Present year-to-year variance analysis using the financial statements of a public corporation.
- Use the financial statements provided, create new columns presenting variances between actual and budget, and current year actual and prior year actual results.

**Articulation****Equivalent Courses at other CCCs**

College	Course ID	Course Title	Units
Santa Monica College	ACCTG 31A	Excel for Accounting	3
Fullerton College	ACCT 230 F	Excel for Accountants	3
Coastline Community College	ACCT C106	Excel for Accounting	2

**District General Education****A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****Course is CSU transferable**

Yes

**CSU Baccalaureate List effective term:**

F2018

**CSU GE-Breadth****Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****Area F: Ethnic Studies****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

**Description**Owen, Glenn. *Using Microsoft Excel and Access 2016 for Accounting*. 5<sup>th</sup> ed., Cengage, 2016.**Resource Type**

Textbook

**Description**

Smith, Gaylord. *Excel Applications for Accounting Principles*. 4<sup>th</sup> ed., Cengage, 2012.

**Resource Type**

Software

**Description**

Microsoft Excel.

**Library Resources****Assignments requiring library resources**

Possible research using the Library's print and online resources, particularly EBSCO Business Source Elite database.

**Sufficient Library Resources exist**

Yes

**Example of Assignments Requiring Library Resources**

Using Library resources, research such accounting topics as using financial statements to calculate liquidity and profitability ratios.

**Distance Education Addendum****Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

**Faculty Certifications**

**Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.**

Yes

**Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.**

Yes

**Regular Effective/Substantive Contact****Hybrid (1%–50% online) Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Asynchronous Dialog (e.g., discussion board)	Instructor will post three years of adjusted trial balances and invite the students to prepare financial statements, with variance analysis. Instructor may also require students to be present on-line for certain number of hours per week and have a dialogue with one another; for example, a student may post a question about solving a problem and other students will try to answer his/her question.
E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Depending on the situation, the students may also email their assignments or projects directly to the instructor, instead of posting it on the class web page.



Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor in his/her office on campus in a classroom to work on problem solving exercises in the presence of the instructor to get one-on-one help from the instructor. Also, the students may want to meet the instructor to have a face-to-face discussion about an issue of concern.
Other DE (e.g., recorded lectures)	Instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying problem solving assignments. Students will upload their assignments to the course webpage to be graded by the instructor.
Synchronous Dialog (e.g., online chat)	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via an online chat. This would be the equivalent of on-line office hours. Instructor may also require students to be present on-line during certain hours of the week and have a dialogue with one another; for example, a student may post a question about solving a problem and other students will try to answer his/her question. This would be a live discussion session.
Telephone	Instructor may provide a phone number to the students where they can leave a voicemail and expect a call back within 24 hours.
Video Conferencing	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via live video conferencing. This would be the equivalent of on-line office hours. Also, the instructor may choose to present a lecture to the students via video conferencing.

**Hybrid (51%–99% online) Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
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<b>100% online Modality:</b>	
<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
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E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Depending on the situation, the students may also email their assignments or projects directly to the instructor, instead of posting it on the class web page.
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## Examinations

### Hybrid (1%–50% online) Modality

Online

### Hybrid (51%–99% online) Modality

Online

## Primary Minimum Qualification

ACCOUNTING

## Review and Approval Dates

### Department Chair

10/19/2020

**Dean**

10/26/2020

**Technical Review**

11/19/2020

**Curriculum Committee**

12/1/2020

**DTRW-I**

MM/DD/YYYY

**Curriculum Committee**

MM/DD/YYYY

**Board**

MM/DD/YYYY

**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000579716

**DOE/accreditation approval date**

MM/DD/YYYY