

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 05-24-21

[Syllabus Statements](#)

I. CATALOG DESCRIPTION

Course Number: OFFT2830
Course Title: Financial Computer Applications
Prerequisite(s): OFFT1310 or ACCT 1200 and OFFT2810

Catalog Description: Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll concepts, and computerized accounting software.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will*

- A. Review Excel features pertinent to producing documents for the office: creating and editing formulas and functions, formatting spreadsheets, using ranges and functions, and creating charts and diagrams given appropriate information.
- B. Provide students with a working knowledge of the basic principles of accounting as it relates to a service business using computerized accounting software or Excel.
- C. Provide students with a working knowledge of the basic principles of accounting as it relates to a merchandising business using computerized accounting software or Excel.
- D. Provide practice in completing financial statements from accounting data using computerized accounting software and Excel.
- E. Introduce the payroll process utilizing Excel or computerized accounting software.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Student will be able to*
 - 1. Maintain accounting records for a service business using Excel or computerized accounting software.
 - 2. Maintain accounting records for a merchandising business using Excel or computerized accounting software.
 - 3. Use Excel or computerized accounting software, as needed, to create financial statements from accounting data and apply previous Excel knowledge to develop complex spreadsheet applications.
 - 4. Complete the payroll process utilizing Excel or computerized accounting software.
- B. General Education Learning Outcomes
 - 1. GELO 3: Critical Thinking & Problem Solving
 - Outcome 2: Synthesize information to arrive at reasoned solutions to problems.
 - Outcome 5: Acquire and integrate knowledge and construct relationships across disciplines.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Edit workbooks, formulas, and cells
- B. Format a worksheet
- C. Use financial functions
- D. Use IF statements
- E. Use Lookup functions
- F. Create charts and diagrams
- G. Use Excel templates
- H. Work with large worksheets
- I. Use Goal Seek
- J. Create a workbook template
- K. Use computerized accounting software to complete the following types of tasks for both a service and merchandising business:
 - 1. Set up chart of accounts
 - 2. Open accounting periods
 - 3. Create basic journal entries
 - 4. Correct posted journal entry
 - 5. Create compound journal entries
 - 6. Create a trial balance
 - 7. Close an accounting period
 - 8. Export reports
 - 9. Pay employees
 - 10. Pay employer and employee payroll taxes
 - 11. Back up data

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):
 - 1. Horne, Janet. *2019 Quickbooks Online Plus: A Complete Course*. Hoboken, NJ: Pearson Education Publishing 2020. ISBN: 1-64061-193-2.
 - 2. Weinstein, Eric A., CPA. *Microsoft Excel For Accounting, Second Edition*. Berkeley, CA. Labyrinth Learning, 2021. ISBN: Not available yet.
- B. Other Resources/Materials:
 - 1. Required: USB Storage Device
 - 2. Optional: Notebook to organize materials

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. METHODS OF EVALUATION

- A. Exams
- B. Quizzes
- C. Homework Assignments
- D. Comprehensive Accounting Programs
- E. SCC STANDARD GRADING SCALE POLICY
 - A+ 95-100 C+ 75-79
 - A 90-94 C 70-74
 - B+ 85-89 D+ 65-69
 - B 80-84 D 60-64
 - F Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A.** Students must meet all of the following to receive a passing grade.
- 1.** Grade Requirement: A grade of C (70 percent) is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.
 - 2.** Computer Usage: This course may use a web component to facilitate student learning and student assessment. Basic computer skills are necessary.
 - 3.** Additional Labs: Lab time outside of class may be required to complete assigned exercises. Computer lab schedules are available at the beginning of each new quarter.