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.
    2. Weinstein, Eric A., CPA. *Microsoft Excel For Accounting*, Current Edition. Berkeley, CA. Labyrinth Learning, 2021.
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.