

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**BCIS 81 - Microsoft Excel for Business**

**1 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Reading Level IV; English Level III; Math Level I

**Transfer Status:** CSU

12.75 hours Lecture

12.75 hours Lab

This course is designed for those who want to learn Microsoft Excel for Windows from the perspective of owning or running a business. Course content includes designing and analyzing worksheets and using formulas and functions with an emphasis on accounting principles.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify and demonstrate spreadsheet planning and creation principles
- B. Examine and formulate mathematical operations and apply number formats used in accounting spreadsheets
- C. Analyze, interpret, and generate worksheets utilizing formulas and functions for accounting
- D. Understand and apply financial statement, depreciation, and loan amortization principles in designing and creating accounting worksheets

### III. COURSE CONTENT

#### A. Unit Titles/Suggested Time Schedule

##### Lecture

<u>Topics</u>	<u>Hours</u>
1. Understanding and applying worksheet creation principles	1.00
2. Using formulas in a worksheet	4.00
3. Formatting a worksheet	1.00
4. Using financial functions in an accounting worksheet	6.75
Total Hours	12.75

##### Lab

<u>Topics</u>	<u>Hours</u>
1. Understanding and applying worksheet creation principles	1.00
2. Using formulas in a worksheet	4.00
3. Formatting a worksheet	1.00
4. Using financial functions in an accounting worksheet	6.75
Total Hours	12.75

### IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Class Activities
- D. Homework: Students are required to complete two hours of outside-of-class homework for each

- hour of lecture
- E. Discussion
- F. Problem-Solving Sessions
- G. Multimedia Presentations

## **V. METHODS OF EVALUATION**

- A. Homework
- B. Class participation
- C. Final Examination
- D. Performance Examinations
- E. Examinations

## **VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read the section in the textbook about how to create a loan amortization schedule and complete the case problems in Excel.
  - 2. Read the chapter in the textbook about inserting financial functions and complete the chapter questions.
- B. Writing Assignments
  - 1. Using the account balances provided by the instructor, prepare an income statement, statement of retained earnings, and balance sheet within Excel.
  - 2. Using the Excel file containing financial statements provided by the instructor, perform vertical analysis on the balance sheet showing each item in proportion to total assets.
- C. Out-of-Class Assignments
  - 1. Using the data file provided by the instructor, create a horizontal analysis on the income statement.
  - 2. Given the data provided in the case problem for depreciation, create a worksheet using straight-line depreciation.

## **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Owen, Glenn. Excel 2013 for Accounting. 2015 Edition. Cengage Learning, 2015.

Materials Other Than Textbooks:

- A. Accounting Practice Sets
- B. Recommended Flash Drive or other storage media

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