

## University of Hawaii Maui College ACC 255 - Using Excel in Accounting

**1. Course Alpha. Please click on the ? to the right for help.**

ACC

**2. Course Number. Please click on the ? to the right for help.**

255

**3. Course Title/Catalog Title. Please click on the ? to the right for help.**

Using Excel in Accounting

**4. Number of Credits. Please click on the ? to the right for help.**

3

**5. Contact Hours/Type. Please click on the ? to the right for help.**

- Hour lecture (3)

**6. Course Description. Please click on the ? to the right for help.**

Provides "hands-on" training in the use of spreadsheets on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting.

**7. Pre-Requisites. Please click on the ? to the right for help.**

ACC 202 (or concurrent), and either BUSN 150 or ICS 101 with a C or better, or consent.

**8. Co-requisites.**

None

**9. Recommended Preparation.**

None

**10. Is this a cross-listed course? Please click on the ? to the right for help.**

NO

**11. Reason for Proposal. Why is this course being proposed or modified? This question requires specific information as part of the explanation. Please click on the ? to the right for help.**

Change in course title, description, and student learning outcomes in accordance with UHCC articulation agreement.

**12. Effective Semester and Year. For new or modified courses, the effective year is one year from the semester proposed. For example, if proposed in Spring 2012, the effective semester is Spring 2013. Please click on the ? to the right for help.**

Spring 2016

**13. Grading Method. What grading methods may be used for this course? Please click on the ? to the right for help.**

- Standard (Letter,Cr/NCr,Audit) (0)

14. Is this course repeatable for credit? How often can this course be counted toward a degree or certificate? Please click on the ? to the right for help.

NO

15. Course Student Learning Outcomes (SLOs). DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE LEARNING OUTCOMES" and enter in that screen. Please click on the ? to the right for help.

Course SLO/Competency	Define terms as applied to electronic spreadsheets.	Create a worksheet and record transactions.	Create a template and enter data.	Customize spreadsheets options and default settings.	Apply formulas and functions where appropriate.	Design spreadsheet layout to produce appropriate and accurate results.	Perform "what-if" analysis.	Review results, identify and correct errors.
Compile financial data utilizing an electronic spreadsheet to generate accurate and relevant output.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze accounting problems and use the results to propose recommendations for improvement.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Course SLO/PSLO	Demonstrate satisfactory proficiency in the basic fundamental principles of financial and managerial accounting following general accepted accounting principles with special emphasis on the elements of the accounting cycle; the rules of debit and credit, journalizing and posting, trial balances, adjustments,	Demonstrates satisfactory proficiency in the basic principles procedures, terminology, and application of income and payroll tax laws.	Demonstrates satisfactory proficiency in hands-on accounting skills for maintaining accounting records using commercial accounting software, and the use of spreadsheets to solve accounting problems.

	worksheets, financial statements, and the closing process.		
Compile financial data utilizing an electronic spreadsheet to generate accurate and relevant output.			<input checked="" type="checkbox"/>
Analyze accounting problems and use the results to propose recommendations for improvement.			<input checked="" type="checkbox"/>

**16. Course Competencies. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE COMPETENCIES/ISSUES/SKILLS" and enter text in that screen. Course competencies are smaller, simpler tasks that connect to and facilitate the SLOs.**

Competency
Define terms as applied to electronic spreadsheets.
Create a worksheet and record transactions.
Create a template and enter data.
Customize spreadsheets options and default settings.
Apply formulas and functions where appropriate.
Design spreadsheet layout to produce appropriate and accurate results.
Perform "what-if" analysis.
Review results, identify and correct errors.

**17. Recommended Course Content and Timeline. The course content facilitates the course competencies. Course content may be organized by weeks, units, topics or the like.**

Content
1-2 weeks Electronic spreadsheets
1-3 weeks Spreadsheet development
1-3 weeks Current accounting standards
1-3 weeks Formula and functions
1-3 weeks Multiple worksheets and workbooks
1-3 weeks Decisions based on spreadsheet results
1-3 weeks Financial statement analysis

**18. Program Learning Outcomes. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "PLOs" and enter text in that screen. Program Student Learning Outcomes (PLOs) supported by this course. If you are not a "program" use the Liberal Arts PLOs, view them by clicking on ? icon to the right.**

Program SLO
Demonstrate satisfactory proficiency in the basic fundamental principles of financial and managerial accounting following general accepted accounting principles with special emphasis on the elements of the accounting cycle; the rules of debit and credit, journalizing and posting, trial balances, adjustments, worksheets, financial statements, and the closing process.
Demonstrates satisfactory proficiency in the basic principles procedures, terminology, and application of income and payroll tax laws.
Demonstrates satisfactory proficiency in hands-on accounting skills for maintaining accounting records using commercial accounting software, and the use of spreadsheets to solve accounting problems.

19. College-wide Academic Student Learning Outcomes (CASLOs). FIRST, fill out the CASLO grid located in the UHMC tab above. Click on the HELP icon for tips on determining support for the CASLOs and indicate your choices below by clicking on the box in front of each supported CASLO. NOTE: Our campus does not use the Preparatory Level, Level 1 and Level 2 designations in the chart below.

<input checked="" type="checkbox"/>	<b>Creativity</b> - Able to express originality through a variety of forms. <input checked="" type="checkbox"/> Level 1
<input checked="" type="checkbox"/>	<b>Critical Thinking</b> - Apply critical thinking skills to effectively address the challenges and solve problems. <input checked="" type="checkbox"/> Level 1
<input checked="" type="checkbox"/>	<b>Information Retrieval and Technology</b> - Access, evaluate, and utilize information effectively, ethically, and responsibly. <input checked="" type="checkbox"/> Level 1
	<b>Oral Communication</b> - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.
<input checked="" type="checkbox"/>	<b>Quantitative Reasoning</b> - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately. <input checked="" type="checkbox"/> Level 2
	<b>Written Communication</b> - Write effectively to convey ideas that meet the needs of specific audiences and purposes.

GenED SLO
Creativity - Able to express originality through a variety of forms.
Critical Thinking - Apply critical thinking skills to effectively address the challenges and solve problems.
Information Retrieval and Technology - Access, evaluate, and utilize information effectively, ethically, and responsibly.
Quantitative Reasoning - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately.

20. Linking. CLICK ON CHAIN LINK ICON IN UPPER RIGHT HAND CORNER TO BEGIN LINKING. Please

click on the ? to the right for help.

**21. Method(s) of delivery appropriate for this course. Please click on the ? to the right for help.**

- Classroom/Lab (0)
- HITS/Interactive TV (0)
- Hybrid (0)
- Online (0)

**22. Text and Materials, Reference Materials, and Auxiliary Materials. Please click on the ? to the right for help.**

Smith, et. al. *Microsoft Excel for Accounting, A First Course* . Prentice Hall

**23. Maximum enrollment. Please click on the ? to the right for help.**

24

**24. Particular room type requirement. Is this course restricted to particular room type? Please click on the ? to the right for help.**

YES

Computer classroom

**25. Special scheduling considerations. Are there special scheduling considerations for this course? Please click on the ? to the right for help.**

NO

**26. Are special or additional resources needed for this course? Please click on the ? to the right for help.**

No

**27. Does this course require special fees to be paid for by students? Please click on the ? to the right for help.**

NO

**28. Does this course change the number of required credit hours in a degree or certificate? Please click on the ? to the right for help.**

No

**29. Course designation(s) for the Liberal Arts A.A. degree and/or for the college's other associate degrees. Please click on the ? to the right for help.**

Degree	Program	Category
Associate in Arts:	Liberal Arts	LE - Elective
AS:		
AAS:	Accounting	PR - Program Requirement
BAS:		

<b>Developmental/ Remedial:</b>		
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**30. Course designation(s) for other colleges in the UH system.**

ACC 255 at Hawaii CC, Kauai CC, Lewward CC

**31. Indicate the year and page # of UHMC catalog referred to. For new or modified courses, please indicate the catalog pages that need to be modified and provide a sheet outlining those changes.**

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**32. College-wide Academic Student Learner Outcomes (CASLOs). Please click on the HELP icon for more information.**

<b>Standard 1 - Written Communication</b> Write effectively to convey ideas that meet the needs of specific audiences and purposes.		
<b>Outcome 1.1 - Use writing to discover and articulate ideas.</b>		0
<b>Outcome 1.2 - Identify and analyze the audience and purpose for any intended communication.</b>		0
<b>Outcome 1.3 - Choose language, style, and organization appropriate to particular purposes and audiences.</b>		0
<b>Outcome 1.4 - Gather information and document sources appropriately.</b>		1
<b>Outcome 1.5 - Express a main idea as a thesis, hypothesis, or other appropriate statement.</b>		1
<b>Outcome 1.6 - Develop a main idea clearly and concisely with appropriate content.</b>		1
<b>Outcome 1.7 - Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics.</b>		0
<b>Outcome 1.8 - Demonstrate proficiency in revision and editing.</b>		0
<b>Outcome 1.9 - Develop a personal voice in written communication.</b>		0
<b>Standard 2 - Quantitative Reasoning</b> Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately.		
<b>Outcome 2.1 - Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.</b>		3
<b>Outcome 2.2 - Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.</b>		3
<b>Outcome 2.3 - Communicate clearly and concisely the methods and results of quantitative problem solving.</b>		3
<b>Outcome 2.4 - Formulate and test hypotheses using numerical experimentation.</b>		2
<b>Outcome 2.5 - Define quantitative issues and problems, gather relevant information, analyze that information, and present results.</b>		3
<b>Outcome 2.6 - Assess the validity of statistical conclusions.</b>		1

<b>Standard 3 - Information Retrieval and Technology.</b> Access, evaluate, and utilize information effectively, ethically, and responsibly.		
<b>Outcome 3.1 - Use print and electronic information technology ethically and responsibly.</b>		2
<b>Outcome 3.2 - Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.</b>		3
<b>Outcome 3.3 - Recognize, identify, and define an information need.</b>		3
<b>Outcome 3.4 - Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.</b>		2
<b>Outcome 3.5 - Create, manage, organize, and communicate information through electronic media.</b>		1
<b>Outcome 3.6 - Recognize changing technologies and make informed choices about their appropriateness and use.</b>		0
<b>Standard 4 - Oral Communication</b> Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.		
<b>Outcome 4.1 - Identify and analyze the audience and purpose of any intended communication.</b>		0
<b>Outcome 4.2 - Gather, evaluate, select, and organize information for the communication.</b>		0
<b>Outcome 4.3 - Use language, techniques, and strategies appropriate to the audience and occasion.</b>		1
<b>Outcome 4.4 - Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.</b>		1
<b>Outcome 4.5 - Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.</b>		0
<b>Outcome 4.6 - Use competent oral expression to initiate and sustain discussions.</b>		0
<b>Standard 5 - Critical Thinking</b> Apply critical thinking skills to effectively address the challenges and solve problems.		
<b>Outcome 5.1 - Identify and state problems, issues, arguments, and questions contained in a body of information.</b>		2
<b>Outcome 5.2 - Identify and analyze assumptions and underlying points of view relating to an issue or problem.</b>		1
<b>Outcome 5.3 - Formulate research questions that require descriptive and explanatory analyses.</b>		0
<b>Outcome 5.4 - Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.</b>		2
<b>Outcome 5.5 - Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.</b>		3
<b>Outcome 5.6 - Apply problem-solving techniques and skills, including the rules of logic and logical sequence.</b>		1
<b>Outcome 5.7 - Synthesize information from various sources, drawing appropriate conclusions.</b>		3
<b>Outcome 5.8 - Communicate clearly and concisely the methods and results of logical reasoning.</b>		1

<b>Outcome 5.9 - Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.</b>		0
<b>Standard 6 - Creativity</b> <b>Able to express originality through a variety of forms.</b>		
<b>Outcome 6.1: Generate responses to problems and challenges through intuition and non-linear thinking.</b>		1
<b>Outcome 6.2: Explore diverse approaches to solving a problem or addressing a challenge.</b>		2
<b>Outcome 6.3: Sustain engagement in activities without a preconceived purpose.</b>		0
<b>Outcome 6.4: Apply creative principles to discover and express new ideas.</b>		0
<b>Outcome 6.5: Demonstrate the ability to trust and follow one's instincts in the absence of external direction</b>		3
<b>Outcome 6.6: Build upon or adapt the ideas of others to create novel expressions or new solutions.</b>		0

### 33. Additional Information

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## Accounting

The Accounting program at UH Maui College is designed to prepare students for entry-level positions in the accounting profession within government and private business. Students who select the Accounting program should have the interest and aptitude for computational work. Students are prepared to work as an Account Clerk or Accounting Assistant with completion of the Certificate of Achievement (30 credits), and as a Book-keeper with completion of the Associate in Applied Science degree (60 credits). With additional education, graduates of this program may become an Accountant or Auditor.

Students planning to transfer to the UH Maui College ABIT program, the UH Mānoa Shidler College of Business, or to business programs at UH Hilo, UH West Oahu, or another college should see a counselor about the requirements for entrance to these schools. These colleges have specific entrance requirements and not all Accounting program courses fulfill these requirements or are transferable. Accounting majors are required to earn a letter grade of C or better (or credit-by-exam) for Accounting courses.

Contact the program coordinator, Jan Moore, at 984-3468 or by email at moorej@hawaii.edu for more information.

### Requirements for Certificate of Achievement (CA): 30 credits

Accounting 124(3)**, 125(3)**, 132(3), 134(3)	Business/Communication 130(3)
Business Technology 150, or	English 100, 209(3,3)
Information & Computer Science 101 or 115(3)	General Education elective(3)
Business elective(3)***	

### Requirements for Associate in Applied Science (AAS) Degree: 60 credits

<i>All CA courses(30) plus:</i>	
Accounting 150(3), 202(3), 255(3), 295(3)	Social Science elective(3)
Business electives(6)***	Natural Science elective(3) - <i>except PHYS 50</i>
Humanities elective(3)	Mathematics 103, 115, or higher(3)****

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ACC 124 Principles of Accounting I**	3	*ACC 125 Principles of Accounting II, or	
*ACC 132 Payroll and Hawai'i General Excise Tax	3	ACC 201 Introduction to Financial Accounting**	3
*BUSN 150 Introduction to Business Computing, or		*ACC 134 <del>Income Tax Preparation</del> <i>Individual</i>	3
ICS 101 Digital Tools for the Information World, or		*ENG 209 Business & Managerial Writing	3
ICS 115 Microcomputer Applications	3	*BUS/COM 130 Business Communication - Oral	3
*ENG 100 Composition I	3	*Business elective***	3
*General Education elective	3		15
	15		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC <del>150</del> <i>255</i> Using QuickBooks <sup>®</sup> in Accounting	3	ACC 255 Using <del>Spreadsheet</del> <i>Excel</i> in Accounting	3
ACC 202 Managerial Accounting**	3	ACC 295 Accounting Capstone	3
Business elective***	3	Business elective***	3
Humanities elective	3	Natural Science elective - <i>except PHYS 50</i>	3
Social Science elective	3	MATH 103, MATH 115, or higher****	3
	15		15

Grade C or better (or credit-by-exam) required in all ACC courses.

\* Note: Courses required for the Certificate of Achievement.

\*\* Note: Option 1: ACC 124, ACC 125, and ACC 202;

Option 2: ACC 124, ACC 201, and ACC 202; or

Option 3: ACC 201, ACC 202, and Business elective(3).

\*\*\* Note: Prerequisite courses to program requirements may not be used as Business electives. Recommended: ACC 137 *ACC 137* and/or BLAW 200.

\*\*\*\* Note: Mathematics 103 is required for transfer to UH West Oahu Business Administration.