Accounting 33 Projected Cash Flow & Financial Statements Using EXCEL

Section: 4xxxx (This is an 8-week ON-LINE short course)
Semester: Spring 201x
Room: online (Room GC 208 computer lab classroom for exam on Saturday)
Instructor: Johnnie Hui, CPA, MPA, CGMA
Phone: (408) 855-5567 X5793, email: johnnie.hui@wvm.edu
Office: Part Time Faculty Center

Office Hours: By appointment. Saturday 12:00 pm – 2:00 pm online @ Canvas Discussion
Prerequisite: Accounting 1A, or demonstrated subject/skill proficiency.
          by Stanley Block and Geoffrey Hirt; McGraw-Hill Irwin Publisher

This Accounting 33 section is an online class. Course material is presented in the textbook, along with online tutorial video lectures and homework demonstrations, homework problems with online feedback, online chapter tests, and an instructor-monitored discussion forum in Canvas.

You may purchase a customized textbook at the Mission College Bookstore or online. For each chapter, you’ll read the textbook, view the online material, complete homework problems with online feedback, and ask questions on the discussion board, take practice quizzes, then take an online chapter test. Review material will prepare you for the online midterm and final exams.

One of the best things about this class is the Discussion Forum @CANVAS website, a 24-hour / 7-day study group that I monitor daily. Students are encouraged to ask questions here. Other benefits include flexible scheduling—there is no scheduled time that you must be online, and interactive homework help. You may e-mail for one-on-one communication.

An online accounting class is not appropriate for all students. However, if you are self-disciplined and have good study skills, it may be a good option for you. Please arrange your schedule to allow at least 4 hours per week on this course.

Now, begin your first week assignment on CANVAS website. Under the “MODULE” folder, there are sub-folders of weekly assignments. Each weekly folder has PowerPoint of the chapter, examples of chapter homework problems, project instruction in writing (Microsoft Word) and in video (MP4), Excel notes and practice exercises, practice exercises for the chapter homework and solution for previous projects and homework).

Students taking this section must have an access to the Internet. Please attend the orientation on Saturday (see the College Schedule of Classes for Date & Time). If you do not attend the orientation, or notify the instructor in advance that you cannot attend, you will be dropped from the class. You may contact the instructor at johnnie.hui@wvm.edu. The purpose of the orientation is to communicate the purpose, requirements, and structure of the course.
Students want to add this section on or after the orientation date, must contact the instructor directly.
Course Objectives & Student Learning Outcomes:
This course is for business students, corporate finance professionals and business managers who want to learn financial forecasting techniques using spreadsheet software. The course combines the theory and procedure of cash budgeting and financial statement projection with the use of spreadsheet program Excel. Students learn to apply these procedures to actual cases through lectures, reading, problems and project assignments. After satisfactory completion of this course, students will prepare financial statement forecasts using Excel. Students will prepare balance sheet forecast and cash budgets using Excel.

Procedures:
You will complete two tutorials and three forecasting projects using Excel spreadsheet software. Related reading assignments and homework problems will be completed prior to each lab project. In addition, midterm and final exams will test your knowledge of course material.

Description of Projects:
1. Excel Tutorial 1: In this project, you will learn how to create, save and print an Excel spreadsheet. You will start the Excel program, enter data, formulas and functions, use the menus and toolbars, edit your worksheet, change column width and row height, and print your worksheet using margins, page breaks, headers and footers.

2. Excel Tutorial 2: In this project, you will learn some of the more advanced features of Excel including formatting using styles, using multiple worksheets or workbooks, creating charts, and drawing objects.

3. Income Statement Forecast: In this project, a five-year proforma (projected) income statement will be prepared based on assumptions for pricing and the sales growth rate, product margins, fixed and variable spending, depreciation on several pieces of capital equipment, interest rates, and tax rates. Financial ratios will be used to analyze the results. In the final project, you will prepare a balance sheet forecast for this same company.

4. Cash Budget: Here, you will analyze cash receipts and payments to forecast the ending cash balance. Assumptions regarding collection of receivables and disbursement of payables will be used in the analysis. Finally, you will make a recommendation as to require short-term borrowing.

5. Balance Sheet Forecast: In this model, you will analyze the increases and decreases to each balance sheet account arising from:
   a. revenue and expense transactions projected in your Income Statement Forecast;
   b. capital equipment purchases projected in your Income Statement Forecast;
   c. accounts receivable collections: The target accounts receivable collection period will be used to project collections and the ending receivables balance.
   d. accounts payable and payroll disbursements: The target accounts payable payment period will be used to project disbursements and the ending payables balance. The payday calendar will be used to determine accrued payroll at each month-end.
   e. inventory purchases: The target inventory turnover will be used to project inventory levels and purchases.
   f. short-term financing requirements: Do we need to borrow money to meet payroll, or do we have surplus cash to invest?

After students have analyzed the increases and decreases to each balance sheet account, a model will be developed and used to project a 12-month proforma balance sheet for the same company as in your Income Statement Forecast. This final project incorporates all theoretical knowledge from the prior projects.
**Accounting 33**

**Course Syllabus**

**Grading:**
Your course grade will be based on the following:

1. Excel Tutorial I  
2. Excel Tutorial II  
3. Income Statement Forecast  
4. Cash Budget  
5. Balance Sheet Forecast  
6. Quiz/Homework  
7. On-line Discussion  
8. Midterm Exam  
9. Final Exam  

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<tr>
<td>Excel Tutorial I</td>
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<td>Excel Tutorial II</td>
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<td>Income Statement Forecast</td>
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<td>Balance Sheet Forecast</td>
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<td>Midterm Exam</td>
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<td>Final Exam</td>
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**Total** 1000 points

Letter grade will be awarded on the following scale: A = 90%, B = 80%, C = 70%, D = 60%, F = below 60%.

**Credit/No Credit Option:**
Students must submit a **P/NP form** to Admissions & Records Office by the end of the second week of the semester (30% mark of a shorter term course) (per Title V § 55022). Students can get this form from the **student portal**. Note: a Pass (P) is given for a grade of “A”, “B”, or “C”, a No Pass (NP) is given for a grade or “D” or “F” (per Title V § 55023).

Return the completed & signed form by the deadline (within first week of the course) posted for your section available on the MC Portal Admissions & Records page any of the three ways below:

a. By Email: Scan and attach form to email. Send to ASKMC@MissionCollege.edu
b. By Fax to: (408) 980-8980
c. In-Person: Admissions & Records Office during posted open hours.

A & R will use the postmark or receipt date (whichever is earlier) to determine whether the submission was timely.

**Homework**
Assigned homework problems from the textbook should be completed every week and then log on Angel Learning web site to complete the **on-line quiz**. The solution of the homework problems are asked in the quiz. The quiz should be completed by **11:55 P.M. every Thursday**. Time limit for each quiz is **2 hours** which is usually not enough time to work on the problems. Therefore, you have to work out all homework answers before logging on the online quiz. Problem solutions are posted (after due date) for review and discussion.

Project is due at **11:55 A.M. on Saturday**. (Every study week starts at noon on Saturday.) Project has to be submitted to the digital Assignment Box in CANVAS web-site. Project is graded based on accuracy (50%) and good presentation (50%). Late assignments will be accepted for **one-half credit** if turned in within a week. **No credit** will be given if late more than one week.

**Examinations:**
There is a mid-term exam and a final exam delivered online. **No make-up exams** will be given unless you have a verifiable medical excuse. If you miss the examination, you will have no points and no “Incomplete” will be granted in this class. Then you will get a grade of “F”.

Any student found cheating will receive a grade of “F” in the course. Cheating includes copying someone else’s homework or exam, or allowing another student to copy your homework or exam.
Withdrawals
It is **your responsibility** to complete and timely submit a Drop Slip in the admissions office and to notify the Instructor. Non-attendance without an official drop will result in an "F" on the transcript. However, the Instructor reserves the right to drop any student who has not turned in 2 consecutive assignments or has not logged into Angel Learning website for two weeks.

Disability
Mission College makes reasonable accommodations for persons with documented disabilities. Students should notify DISC (Disability Instructional Support Center) located in S2-201 (855-5085) of any special needs.

Unlawful Discrimination/Sexual Harassment Policy:
If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408) 741-2060. If the Director of Human Resources is not available, contact the President of the Mission College at (408) 855-5123.

Emergency Evacuation Procedures:
In the event of an evacuation (**when you are in Mission College**), the emergency assembly area for is south-eastern parking lot. Take all of your belongings with you and exit the building. Students must familiarize themselves with emergency evacuation procedures and follow these procedures carefully ([http://www.wvm.edu/emergency](http://www.wvm.edu/emergency)). Any questions should be referred to the instructor or college staff. It is your responsibility to be prepared for an emergency!

To sign up for the emergency notification system (WV-MALERT) for to [http://www.wvm.edu/emergency.aspx?id=3480](http://www.wvm.edu/emergency.aspx?id=3480)
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<td>Text Problems Ch.2: 3,4,6,8,18, 21,24,25.</td>
<td>Excel Tutorial 1</td>
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<td>AP,AR, PR &amp; Inventory (from web folder)</td>
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