



Course Syllabus

Course #: ACC 2330

Course Name: Computerized Accounting

Division: Business Technologies

\*\*\*\*\*

Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 4

Lab Hours: 2

Lecture Hours: 2

\*\*\*\*\*

Instructor:

Office Location:

Phone:

Email Address:

Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s):

\*\*\*\*\*

Course Description:

An applications course designed to show the uses and value of the computer in various accounting functions. (Fall)

Prerequisite(s):

CIT 10990, ACC 1200, or permission of instructor.

Corequisite(s): None

Entry Level Skills and Knowledge:

Knowledge of accounting principles; computer usage skills

Required Texts, Supplies and Equipment:

Yacht, Carol. (2007). Computer Accounting with Peachtree Complete 2006 for Microsoft Windows, Release 13.0, 10<sup>th</sup> Edition. New York: McGraw-Hill/Irwin.

One or more 3.5 inch floppy disks or flash drive for backups

Textbook web site: <http://www.mhhe.com/yacht2006>

**Grading:**

The tables below illustrate points, grading scale, and grading instruments. See the syllabus for due dates.

GRADING INSTRUMENTS	POINTS
End-of-Chapter Questions	180
Exercises	265
Projects 1, 2, 3, 4	375
QuickBooks Project	100
Internet Activities	80
<b>TOTAL</b>	<b>1,000</b>

GRADING SCALE
900 to 1000: A
800 to 899: B
700 to 799: C
600 to 699: D
0 to 599: F

**Learning Outcomes:**

## General Education

1. Use mathematics in problem solving
2. Develop effective oral and written communication skills
3. Work effectively in a team setting using problem solving, communication, and leadership skills

## Technical

1. Present and integrate accounting principles using a computer
2. Key and correct journal and adjusting entries
3. Display and print account, journal, ledger, and financial statement reports
4. Process general ledger, accounts receivable, and accounts payable data using a computer
5. Process computerized payroll transactions.
6. Track inventory using the computer and software
7. Create and periodically update data backups

## **Assessment of Student Learning:**

Assessment Project and Measurement in course (if any):

Projects are interspersed throughout the course to allow the student to apply learned subject matter. Each student processes accounting data for a period of time in a business setting. Students can piece together the individual skills into a specific business case.

## **Plan of Work:**

The following schedule lists chapter coverage for specific sessions. Adjustments will be made to this schedule if necessary. Complete the review questions (10 points per chapter) and exercises at the end of each chapter. Chapter assignments are due during the week following the assignment. Point values for exercises are shown in parentheses. Internet and Going to the Net activities are due as noted.

### **DATES**

### **ASSIGNMENTS**

Week of Aug. 21	Chapter 1 (5 points) and Chapter 2 (5 points),
Week of Aug. 28	Chapter 3 (5 points) and Chapter 4 (5 points)
Week of Sept. 4	Chapter 5 (5 points) and Chapter 6 (5 points)
Week of Sept. 11	Chapter 7 (10 points) and Chapter 8 (5 points)
Week of Sept. 18	Chapter 9 (5 points)
Week Sept. 25	Chapter 10 (20 points) Turn in two Internet (Going to the Net) activities from Part 1 (30 points)
Week of Oct. 2	Project 1, Susan Clarke, Accountant (75 points)
Week of Oct. 9	Exercise for Chapter 11 (50 points)
Week of Oct. 16	Chapter 12 (50 points) Turn in two Internet (Going to the Net) activities from Part 2 (30 points)
Week of Oct. 23	Chapter 13 (20 points) and Chapter 14 (50 points) Two Internet assignments from Part 3 (30 points)
Week of Oct. 30	Project 2, Burton Sporting Goods (100 points) Turn in two Internet (Going to the Net) activities from Part 3 (30 points)
Week of Nov. 6	Chapter 15 (5 points) and Chapter 16 (5 points)

### **DATES**

### **ASSIGNMENTS (Continued)**

Week of Nov. 13	Chapter 17 (5 points) and Chapter 18 (10 points)
Week of Nov. 20	Project 3, Fargo Computer Club (100 points)
Week of Nov. 27	Project 3 Project 4, BRC Manufacturing, Inc. (100 points) Turn in two Internet (Going to the Net) activities from Part 4 (30 points)
Week of Dec. 4	Project 4 and QuickBooks Project (100 points)
Week of Dec. 11	QuickBooks Project is due

### **Course Requirements:**

#### Chapter Assignment:

Each chapter uses step-by-step methodology examples of how to develop an understanding of the covered principles. Please review each chapter prior to class so that you can maximize the available computer time.

#### Labeling Your Work:

Please label all documents with your name. Place all pages and printouts in a folder to be submitted for grading. Print all documents required in the exercises and projects. You do not, however, need to print every invoice or check. One of each is sufficient.

#### Due dates:

All assignments are to be completed by the due date. Late assignments will lose one letter grade for each class day that they are late. Stay current with your work or it will be difficult to complete it all by the end of the quarter. You may work ahead if you wish.

#### Open Lab Hours:

The classroom in which *Peachtree* and *QuickBooks* are installed is room 204 of building A. Peachtree is also available in room 314 of Building A. Open lab hours are posted. Take advantage of these times as needed.

#### Accessing Template Files and Backups:

You will have access to the software on the hard disk of the computers in the lab. The program and company files are also on the CD that is included with your textbook. Backup your work to a floppy disk or flash drive when in the lab to be sure that your work is safe. You are responsible for backing up and restoring you own data files in each class session.

#### Virus Checking:

Check your floppy disk or flash drive for viruses on a regular basis.

## **Policies**

**Course Withdrawing:** If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

*College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.*

**Support Services:** The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

***If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.***

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).