

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	Introduction to Computerized Accounting
<b>Course Prefix, Num. and Title</b>	ACNT 1411 Introduction to Computerized Accounting
<b>Division</b>	Technology and Business
<b>Department</b>	Business Office Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.
<b>Pre-Requisites</b>	ACNT 1303 or concurrent enrollment.
<b>Co-Requisites</b>	None

### Semester Credit Hours

<b>Total Semester Credit Hours (SCH): Lecture Hours:</b>	4:2:4
<b>Lab/Other Hours</b>	
<b>Equated Pay Hours</b>	4
<b>Lab/Other Hours Breakdown: Lab Hours</b>	4
<b>Lab/Other Hours Breakdown: Clinical Hours</b>	0
<b>Lab/Other Hours Breakdown: Practicum Hours</b>	0
<b>Other Hours Breakdown</b>	0

### Approval Signatures

Title	Signature	Date
<b>Division Chair:</b>	David Kucera, Technology & Business Division Chair	03-30-2023



## **Additional Course Information**

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Integrated accounting software packages
2. Accounting systems
3. QuickBooks general ledger accounting package
4. Chart of accounts
5. Financial reports
6. Sales and purchases transactions
7. Payroll

### **Course Learning Outcomes:**

#### **Learning Outcomes – Upon successful completion of this course, students will:**

Utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software.

#### **Methods of Assessment:**

Major Projects  
Section Exams  
Final Exam

### **Required text(s), optional text(s) and/or materials to be supplied by the student:**

Quickbooks textbook.

### **Suggested Course Maximum:**

20

### **List any specific or physical requirements beyond a typical classroom required to teach the course.**

Computer workstations and personal computers, QuickBooks software, USB disk drives, and a laser printer.



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**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

- Smartbook assignments.....400 points
- Exercises .....400 points
- Quizzes .....500 points
- Project.....800 points
- Unit exams .....300 points
- Final exam .....200 points

**Grading Scale:**

- A= 2600 - 2340 points
- B= 2339 - 2080 points
- C= 2079 - 1820 points
- D= 1819 - 1560 points
- F= 1559 and Below

**Curriculum Checklist:**

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist