

Administrative Master Syllabus

Course Information

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

Semester Credit Hours

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

Approval Signatures

Title	Signature	Date
Department Head:	Celine Siewert, Business Office Technology Program Director	11/21/2024
Division Chair:	David Kucera, Technology & Business Division Chair	11/21/2024
VPI:		



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:

1. Utilize an application software to perform accounting tasks
2. Maintain records and prepare and analyze reports for a business entity
3. Complete a comprehensive project
4. 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
- Exercises1200 points
- Quizzes500 points
- Project.....100 points
- Unit exams300 points
- Final exam100 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