

Administrative - Master Syllabus COVER SHEET

<u>Purpose</u>: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Introduction to Computerized Accounting Course Prefix and Number - ACNT 1311			
	Division - Technology ar	nd Business	
Course Type: (check one)	· · · · · · · · · · · · · · · · · · ·		
☐ Academic General Education Course (from ACGM – but no Academic WCJC Core Course	it in WCJC Core)		
■ Academic west colle course WECM course (This course is a Special Topics or Unique N	eeds Course: Y□ or N	\boxtimes)	
Semester Credit Hours #: Lecture hours#: Lab/other hours #	3:2:2	List Lab/	
Europe I Donal Laure Communication 2		Other Hours	
Equated Pay hours for course - $\underline{3}$		Lab Hours 2	
		Clinical Hours	
Course Catalog Description - Introduction to utilizing the computer in			
accounting records with primary emphasis on a general ledger package u	sing QuickBooks.	Practicum Hours	
		Tracticum Hours	
Prerequisites/Co requisites - ACNT 1303 or ACCT 2301		Other (list)	
•		Other (fist)	
Prepared by Mary Wilson	Date 8	/15/2012	
Reviewed by department head Celine Siewert	Date 8/	/16/2012	
Accuracy verified by Division Chair David Kucera	Date 8/	Date 8/17/12	
Approved by Dean of Vocational Instruction or Vice President of Instruction Lac Date 11-1		1-19-12	



Administrative - Master Syllabus

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

Upon completion of prescribed work for this course, the student should be able to:

- 1. Explain the functions and roles of integrated accounting software packages in business.
- 2. Describe the differences between manual and computerized accounting methods.
- 3. Use QuickBooks to set up and use an integrated accounting package on a microcomputer with general ledger, accounts receivable, accounts payable, inventory, payroll, and job cost modules.
- 4. Build and maintain a chart of accounts using QuickBooks.
- 5. Generate general ledger financial reports using QuickBooks.
- 6. Key-enter sales, cash receipts, cash payments, and purchases on accounts using QuickBooks.
- 7. Key-enter payroll records for individuals and companies using QuickBooks.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
The student will utilize QuickBooks to perform various accounting tasks.	At least 90% of students will correctly answer at least 70% of the questions on a comprehensive written exam.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Required Text: The most recent edition of QuickBooks Pro: A Complete Course, Janet Horne, Pearson.

Students will need a USB drive, a #2 pencil and Scantron forms for testing.

IV. Suggested Course Maximum – 20 since it is in a computer classroom

V. List any specific spatial 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.

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

A total of 550 points are available for this course. Points are obtained by completing written exams at the end of each section, and end-of-section problems for three practice sets.

Major Projects (3)	300 points total
First Practice Set	100
Second Practice Set	100
Third Practice Set	100

End of Section Exams (3) 150 points total

First Exam 50 points Second Exam 50 points Third Exam 50 points

Comprehensive Final Exam 100 points

Maximum total points: 550

Grading Scale

A 495-550 B 440-494 C 395-439 D 330-384

Reading Assignments

Chapter 1 Chapter 2

Chapter 3 Chapter 4

Application Exam: First Practice Set Section 1 First End of Section Exam

Chapter 5 Chapter 6 Chapter 7

Application Exam: Second Practice Set Section 2 Second End of Section Exam

Chapter 8 Chapter 9

Application Exam: Third Practice Set Section 3 Third End of Section Exam

Comprehensive Final Exam

VII. Curriculum Checklist

- Academic General Education Course (from ACGM – but not in WCJC Core)
 No additional documentation needed

- Academic WCJC Core Course

Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

⋈ - **WECM Courses**

If needed, revise the Program SCANS Matrix & Competencies Checklist.