



Purpose: 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 1411

Department - Business and Office Administration

Division - Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture Hours # : Lab/Other Hours # 4:2:4
Equated Pay hours for course - 4

List Lab/ Other Hours
Lab Hours 4
Clinical Hours
Practicum Hours
Other (list)

Course Catalog Description - Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Prerequisites/Co-requisites – ACNT 1303

Prepared by Celine Siewert

Date 5-22-15

Reviewed by Department Head Celine Siewert

Date 5-22-15

Accuracy verified by Division Chair David Kucera

Date 6/15/2015

Approved by Dean or Vice President of Instruction Leigh Ann Collins

Date 12/3/15



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):

- I. Integrated accounting software packages
- II. Accounting systems
- III. QuickBooks general ledger accounting package
- IV. Chart of accounts
- V. Financial reports
- VI. Sales and purchases transactions
- VII. Payroll

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>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.</p>	<p>Major Projects Section Exams Final Exam</p>

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 (computer room)

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	330-394

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.