



**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 1311

**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 #**     3:2:2

**Equated Pay hours for course** - 3

**Course Catalog Description** - Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

**Prerequisites/Co requisites** - ACNT 1303 or ACCT 2401

List Lab/ Other Hours
Lab Hours 2
Clinical Hours
Practicum Hours
Other (list)

**Approvals** – the contents of this document have been reviewed and are found to be accurate.

Prepared by Mary Wilson	Signature <i>Mary Wilson</i>	Date 6/14/10
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Division Chair Stephanie Dees	Signature <i>Stephanie Dees</i>	Date 6/21/10
Vice President of Instruction or Dean of Vocational Instruction Dean Leigh Ann Collins	Signature <i>Leigh Ann Collins</i>	Date 9/29/10



**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: *QuickBooks Pro 2009: A Complete Course*, 1<sup>st</sup> Edition, Janet Horne, ISBN: 10-013-511039-4, Pearson.

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

**IV. Suggested Course Maximum - 22**

**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.

<b>Major Projects (3)</b>	<b>300 pts total</b>
First Practice Set	100
Second Practice Set	100
Third Practice Set	100

<b>End of Section Exams (3)</b>	<b>150 pts total</b>
First Exam	50 pts
Second Exam	50 pts
Third Exam	50 pts

**Comprehensive Final Exam**      **100 pts**

**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.