Administrative Master Syllabus

Course Information

Course Title	Introduction to Computerized Accounting
Course Prefix, Num. and Title	ACNT 1411 Introduction to Computerized Accounting
Division	Technology & 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 or concurrent enrollment.
Co-Requisites	Enter Co-Requisites Here.

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	4:2:4
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
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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).

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

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:

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

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.

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
F Below 330

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