



COMPUTERIZED ACCOUNTING

Course Syllabus

3-0-3.0

Date: 11/17/11

COURSE NUMBER: ACC 246

PREREQUISITE(S): ACC 101

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course includes the use of pre-designed integrated accounting software for accounting problems.

TEXTBOOK(S): Owens, Glenn. Peachtree Complete Accounting 2011 and Quickbooks Complete Accounting 2011. South Western Cengage.
ISBN: 978-1-111-82240-8, 978-1-111-92254-5

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Student Textbook and CD required.

Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught using online lecture notes and electronic messaging.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

GRADE CALCULATION METHOD:

Chapter Assignments	=	40%
Cases and Comp Problems	=	60%
	=	<u>100%</u>

Assignments are located under the start here page.

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

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Program Department Chair
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COURSE
COMPETENCIES &
OBJECTIVES:

Upon satisfactory completion of this course, the student will be able to:

- I. Complete lists, tasks, analysis and reports of an integrated accounting system
 1. Back up files for later use
 2. Restore backup files
 3. Examine system date and accounting period
 4. Open, close and print lists, reports and analysis
 5. Use help features

- II. Prepare a Balance Sheet
 1. Create and print a standard balance sheet
 2. Create a balance sheet with ratios
 3. Create a comparative balance sheet
 4. Investigate details supporting balance sheet items

- III. Prepare an Income Statement and State of Return Earnings
 1. Create and print a standard income statement and state of return earnings
 2. Create a comparative income statement
 3. Investigate details supporting income statement items

- IV. Prepare a Statement of Cash Flow
 1. Create and print a standard cash flow statement
 2. Create a comparative cash flow statement
 3. Investigate details supporting cash flow items

- V. Create Supporting reports for business decisions
 1. Review business status
 2. Create, print and analyze a detailed and summary aged receivables report
 3. Create, print and analyze inventory valuations reports
 4. Create, print and analyze a detailed and summary aged payables report

- VI. Complete the procedure for setting up a new company
 1. Create a new company file
 2. Create customers, vendors, inventory and service items, and employees
 3. Create new accounts and add beginning balances
 4. Create a backup file

- VII. Complete the procedure for cash-oriented business activities
 - 1. Record cash transactions for owner contributions
 - 2. Record cash transactions for purchases
 - 3. Record cash transactions for sales orders, sales invoicing, expenses, and payroll
 - 4. Evaluate the business' performance and financial position

- VIII. Complete the procedure for additional business activities
 - 1. Record activities for loan repayments
 - 2. Record activities for short-term investments
 - 3. Record activities for purchasing and selling inventory on account
 - 4. Record activities for long-term debt

- IX. Complete the procedure for adjusting entries and bank reconciliations
 - 1. Accrue expenses incurred but not yet recorded
 - 2. Accrue revenues earned but not yet received
 - 3. Record expenses incurred but not yet paid
 - 4. Adjust for unearned revenue
 - 5. Prepare a bank record, and record related adjustments
 - 6. Evaluate the business' profit and financial position

- X. Complete the budgeting procedure
 - 1. Create budgets for revenue
 - 2. Create budgets for expenses
 - 3. Create a budgeted income statement
 - 4. Create a budget versus actual income statement
 - 5. Create a budgeted balance sheet
 - 6. Create a budget versus actual balance sheet

- XI. Complete the procedure for reporting business activities
 - 1. Create an income statement, state of return earnings, balance sheet and state of cash flows
 - 2. Create reports for analysis of sales and purchases
 - 3. Create reports for managing accounts receivables, accounts payables and inventory
 - 4. Export reports to Excel