

**BRAZOSPORT COLLEGE**

**LAKE JACKSON, TEXAS**

**SYLLABUS**

**ACNT 1311: INTRODUCTION TO COMPUTERIZED ACCOUNTING**

**COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT**

**CATALOG DESCRIPTION**

**1311 Introduction to Computerized Accounting.** CIP 5203020004

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. (3 SCH, 2 lecture, 2 lab)

*Prerequisite: Accounting 1403 or approval of the division chair.*

*Required skill level code: Math T.*

PREPARED BY:	_____	DATE:	_____
	INSTRUCTOR		
RECOMMENDED BY:	_____	DATE:	_____
	DIVISION CHAIRMAN		
RECOMMENDED BY:	_____	DATE:	_____
	DEAN		
APPROVED:	_____	DATE:	_____

*The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.*

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**COURSE EVALUATION**

**STUDENT EVALUATION**

- A. Chapter assignments will account for no more than 40% of the total grade.
- B. Project assignments will account for no more than 20% of the total grade.
- C. Multiple choice tests will account for no more than 15% of the total grade.
- D. Final exam will account for no more than 10% of the total grade.
- E. Internet assignments will account for no more than 15% of the total grade.

**INSTRUCTOR EVALUATION**

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

**DEPARTMENT EVALUATION OF COURSE**

- A. Faculty and the Division Chair will review students' grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

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**COURSE CONTENT**

**GENERAL GOALS/OBJECTIVES**

1. For all goals/objectives: With references, the student will perform the specified mathematical function. Performance will be satisfactory if the function is applied in laboratory setting and in the most efficient manner.
2. For all goals/objectives: Without references, the student will perform the specified mathematical function. Performance will be satisfactory if the function is applied on examination and in the most efficient manner.

**SPECIFIC GOALS/OBJECTIVES**

1. With references, the student should be able to correctly enter transactions into QuickBooks accounting software.
2. Without references, the student should be able to process accounts payable and accounts receivable and print reports for a small- to medium-sized organization.

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**LEARNING OUTCOMES**

1. The student will learn to properly navigate the QuickBooks software program.  
*Demonstrate knowledge by performing basic software functions.*
2. The student will learn how to start a company using the QuickBooks software.  
*This will be measured by the student starting a sample company using the software.*
3. The student will retrieve and print financial reports using the QuickBooks software  
*Demonstrate knowledge by running and printing various financial reports.*

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**Instructor:** Lonnie Mathews  
**Office Phone:** (979) 230-3510  
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**Office:** D-204A  
**E-mail:** [lonnie.mathews@brazosport.edu](mailto:lonnie.mathews@brazosport.edu)

**COURSE 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. CIP 5203020004 (3 SCH, 2 lecture, 2 lab)

**PREREQUISITES**

ACNT 1403 or approval of the division chair.

**TEXTBOOK OR COURSE MATERIAL INFORMATION**

Required: Donna Ulmer–Computerized Accounting with *QuickBooks® Pro '09 with two CDs*; McGraw. 10 blank, formatted 3.5 disks

**LAB REQUIREMENTS**

None Applicable.

**ATTENDANCE AND WITHDRAWAL POLICIES**

Fall and Spring 15-week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

## COURSE REQUIREMENTS AND GRADING POLICIES

Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester.

Determining factors for final evaluation are:

### Grading System Summarized

Chapter Assignments	40%
Project Assignments	20%
Multiple Choice tests	15%
Final Exam	10%
Internet Assignments	<u>15%</u>
	100%

## TESTING

Students will be tested over text and class discussion. Test will be on a scale of 1 to 100 percent. The number of questions will determine the value of each item. Each assignment will be worth a maximum of 100 points.

The students are expected to take responsibility of their own situation. Do not make excuses for what happens to you.

*The instructor reserves the right to make changes as necessary.*

## MAKE-UP POLICY

There will be no make-up tests. The final exam grade will be substituted for the lowest test grade.

## STUDENT RESPONSIBILITIES

- The student is expected to attend all classes and be on time. Read text prior to class meetings.
- Turn in all homework and assignments on the date due. **NO LATE WORK** will be accepted. It is the student's responsibility to turn in all assignments on time.

*Definition of late work– Any work that is not turned in when originally due. Missing a class where homework is due is NOT an excuse.*

- Students will be dropped if they miss more than 20% of the classes before the drop date. Tardiness and leaving early will count as part of an absence.
- Participation in class lectures and discussion is both appreciated and necessary for better learning.
- The students are expected to be prepared for class (i.e., have homework ready to turn in and have needed materials).

- Students are also expected to take care of the equipment in the classrooms. **PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.**

## **PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, etc.**

See Schedule.

## **SCANS COMPETENCIES**

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see Addendum A.

## **ACADEMIC HONESTY**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu> (click on the link found on the right side of the homepage).

## **STUDENTS WITH DISABILITIES**

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

## **OTHER STUDENT SERVICES INFORMATION**

Information about the Brazosport College Library is available at [www.brazosport.edu/site/CurrentStudents/Library/default.aspx](http://www.brazosport.edu/site/CurrentStudents/Library/default.aspx) or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (see [www.brazosport.edu/site/CurrentStudents/LAC/default.aspx](http://www.brazosport.edu/site/CurrentStudents/LAC/default.aspx) or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.



# ADDENDUM A

## SCANS COMPETENCIES

### ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

	Competency Reference	Application
1.	<b>Resource</b>	
	Time Management,	Student is encouraged to manage time for maximum results.
	Facilities/Materials,	Student has access to all tools necessary for maximum results.
	Human Resources	
2.	<b>Interpersonal</b>	
	Leadership,	
	Part. as Team Member,	
	Works with Diversity	
3.	<b>Information</b>	
	Acquiring,	
	Organizing,	
	Interpreting	
4.	<b>Systems, Understanding</b>	
	Organizational Systems,	
	Technological Systems,	
	Social Systems	
5.	<b>Technology</b>	
	Selecting,	Students use a PC.
	Applying,	Students are required to apply accounting knowledge in computerized environment.
	Maintaining	
6.	<b>Basic Skills</b>	
	Reading, Writing,	Student is expected to have basic math skills by required background or prerequisite.
	Mathematics,	
	Speaking, Listening	
7.	<b>Thinking Skills</b>	
	Decision Making,	Students are encouraged to apply accounting knowledge to solve business problems.
	Problem Solving,	
	Learning Techniques	
8.	<b>Personal Qualities</b>	
	Responsibility,	Missed classes are penalized.
	Sociability,	
	Integrity/Honesty	Cheating is severely penalized.

# ACNT 1311

## Computerized Accounting

Week	Chapter	Lecture Material	Assignment Due
		Orientation	
1	1	Exploring QuickBooks	
2	1	Chapter One Computer Activity	
	2	Customizing QuickBooks & Chart of Accounts	
3	2	Chapter Two Computer Activity	
	3	Banking	
4	3	Chapter Three Computer Activity	
	4	Customers and Sales	
5	4	Chapter Four Computer Activity	
	5	Vendors, Purchases, and Inventory	
6	5	Chapter Five Computer Activity	
	6	Employees and Payroll	
7		<b>Mid-Term Exam</b>	
	7	Reports and Graphs	
8	7	Chapter Seven Computer Activity	
	8	New Company Setup	
9	8	Chapter Eight Computer Activity	
	9	Accounting for a Service Company	
10	9	Chapter Nine Computer Activity	
	10	Merchandising Corp: Sales, Purchase	
11	10	Chapter Ten Computer Activity	
	11	Merchandising Corp: Payroll	
12	11	Chapter Eleven Computer Activity	
	12	Advanced QuickBooks Features	
13	12	Chapter Twelve Computer Activity	
		Project 10.1	
14		Project 11.1	
		<b>Review for Final Exam</b>	
15		<b>Final Exam</b>	