

STANDARDIZED COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: **ACC*125**

COURSE TITLE: **Accounting Computer Applications I**

COURSE CATALOG DESCRIPTION:

This course involves the entire “Accounting Cycle,” as well as individual topics such as billing, purchasing, and payroll procedures. One of the top-selling software packages, such as QuickBooks or Peachtree Complete Accounting, will be used. The software package being taught may vary from semester to semester, as deemed appropriate. Emphasis is placed on understanding the steps required by the particular software package. Formerly listed as ACCT 206, not open to students who have successfully completed ACCT 206.

LECTURE HOURS PER WEEK: **3**

PREREQUISITE(S): **ACC* 112; Co requisite: CSC* 101 or CSA* 105.**

SECTION II

A. SCOPE: Recording, analyzing and interpreting accounting information through the aide of a computer program will allow the students to make informed business decisions using real business situations.

B. REQUIRED WORK: Will vary by instructor.

C. ATTENDANCE AND PARTICIPATION:

Regular attendance and class/lab participation are expected

D. METHODS OF INSTRUCTION:

The methods of instruction are lecture, lecture/discussion, small group, collaborative learning, or use of technologies such as audio-visual materials, computer, and calculator.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

Students' grades will be based on achievement of learning the objectives and outcomes listed below as measured by the instructor's methods of assessment:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of :	Student will:	As measured by:
Recording daily business transactions	Prepare accounting entries which correctly reflect the activity in the account and are in accord with GAAP principles	Successful completion of related exercises, problems, and cases. Quizzes and Tests.
Preparation of financial statements	Prepare financial statements which correctly reflect the activity in the account and are in accord with GAAP principles	Successful completion of related exercises, problems, and cases. Quizzes and Tests.
Account reconciliation	Prepare adjustments as necessary to reflect the correct treatment of an account	Successful completion of related exercises, problems, and cases. Quizzes and Tests.

F. TEXT(S) AND MATERIALS

Villani & Rosa, Computerized Accounting with Quickbooks Pro 2003 EMC Paradigm 2004

G. INFORMATION TECHNOLOGY:

This class needs a computer lab.