



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:

Accounting on the Microcomputer

COURSE NUMBER:

ACG 2002

COURSE DESCRIPTION:

This course is intended for students desiring a working knowledge of computerized accounting using microcomputer software. The five major systems commonly found in computerized accounting environments are covered – general ledger, depreciation, accounts receivable, accounts payable, and payroll.

PREREQUISITES:

ACG 2021 or APA 1251

Or permission of the instructor

NAME(S) OF INSTRUCTOR(S):

Lee Shook
Office – M 208 D
Phone: 850 718-2368

Email: ShookL@chipola.edu

DATE OF LATEST REVISION:**REQUIRED TEXTBOOKS:** (Please include title, author, publisher, edition & ISBN)

Computer Accounting with Peachtree Complete Release 13.0th Carol Yacht. Irwin/McGraw Hill Publishers

Materials: CD or DVD

GRADING POLICIES:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 100 – 93

B – 92 – 83

C – 82 – 70

D – 69 – 60

F – 59 or less

See your First Day Handout for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

There are no specific learning outcomes for accounting courses.

STUDENT LEARNING OUTCOMES/OBJECTIVES FOR ACG 2002:

See chart, last page.

MEANS OF ACCOMPLISHING OUTCOMES:

- a. Read the text
- b. Complete the chapter activities
- c. Answer end-of-chapter questions
- d. Complete assigned projects
- e. Use program help and tips as guides

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your First Day Handout for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your First Day Handout for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy. Please see your first day handout for individual instructor policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LINKING COURSE-LEVEL OUTCOMES WITH DISCIPLINE-SPECIFIC
COMPETENCIES AND ASSESSMENT METHODS**

| COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR ACG 2002 | COLLEGE-LEVEL AND DISCIPLINE- SPECIFIC GENERAL EDUCATION COMPETENCIES* | ASSESSMENT METHOD USED BY FACULTY |
|---|---|--|
| The student will: | | |
| 1. The student should be able to use Peachtree Accounting to: | | |
| a. develop the skills necessary to do general ledger computer accounting for service and merchandising companies. | M4, T1, T2 | UT (CR/MC) HW,F,Q |
| b. Complete exercises using accounts receivable, accounts payable, invoicing, payroll, inventory and job cost systems. | M4, T1, T2 | UT (CR/MC) HW,F,Q |
| c. Prepare financial statements and complete financial statement analysis | M4, T1, T2 | UT (CR/MC) HW,F,Q |
| d. Complete the computer accounting cycle using Peachtree Accounting | M4, T1, T2 | UT (CR/MC) HW,F,Q |
| e. Complete computer accounting projects that require designing service and merchandising companies. | M4, T1, T2 | UT (CR/MC) HW,F,Q |
| 2. The student should be able to define terms contained in the textbook and mentioned in class. | M4, T1, T2, M5 | UT (CR/MC) HW,F,Q |
| 3. The student should be able to use accounting software to prepare: | | UT (CR/MC) HW,F,Q |
| a. Chart of accounts | M4, T1, T2 | |
| b. Vendor transactions | M4, T1, T2 | |
| c. Customer transactions | M4, T1, T2 | |
| d. Employee transactions | M4, T1, T2 | |
| e. Inventory | M4, T1, T2 | |
| f. Job cost sheets and Payroll | M4, T1, T2 | |
| g. Financial statements | | |
| h. Quarterly activities | M4, T1, T2 | |
| ** Assessment codes | | |
| UT = Unit test CR = Constructed response MC = Multiple choice F = Final Q = Quizzes HW = Homework | | |

For a list of Chipola's College-Level Competencies, see www.chipola.edu.

INDIVIDUAL INSTRUCTOR HANDOUT – ACG 2002

| | | |
|-----------------|---------------------------|---------|
| Grading: | Midterm | 100 pts |
| | Exercises from the book | 100 pts |
| | Projects (4 @25 pts each) | 100 pts |
| | Final Exam | 100 pts |

Assignments:

You are to work through the chapters, following the instructions in the book. After completing the chapter, answer the True/False or multiple-choice questions and do the exercises. These are to be handed in and will account for 25% of your semester grade.

The following is an outline of approximately when you should be completing each chapter, if you are able to work ahead and finish early that will be fine. Everyone will have to take the midterm and final exam at the same time, even if you have finished the chapters earlier. I encourage everyone to do the Projects and turn them in prior to the end of the semester. Although the projects are not due until the end of the semester you don't want to put them off and not get them done, they will be 25 points each.

| Date | Chapter |
|-------------|---|
| August 24 | Introduction – Start Chapter 1, (Appendix A – installing) Chapter 1 Chapter 2 Work all exercises at the end of each chapter. Chapter 2 Chapter 3 Work T/F and MC at end of each chapter Chapter 3 Chapter 4 Chapter 5 Chapter 5 Chapter 6 Chapter 6 |
| October 14 | MIDTERM EXAM Chapter 7 Chapter 8 Chapter 9 Chapter 10 |
| November 4 | Project One due Chapter 11 Chapter 12 Chapter 13 Chapter 14 |
| November 30 | Project Two due |
| December 9 | Project Three and Four due Final Exam 10:00 am |