

COURSE SYLLABUS

Course Title:	Accounting Software Applications	Date submitted:	Spring 2015 (AAC: 15-08)	
Department:	Business & Technology			
Curriculum:	Accounting			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	ACC*123	Prerequisites: C- or better in Basic Accounting (ACC*100) or Principles of Financial Accounting (ACC*113) or permission of Program Coordinator	
	Course Type:	L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	G	Corequisites: None	
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	Credit Hours:	3		
	Developmental: (yes/no)	No		
	Lecture:	3		
	Clinical:	0		
	Lab:	0		
Studio:	0			
Other:	0			
TOTAL:	3			
Contact Hours:				
Class Maximum:	24	Other Requirements: None		
Semesters Offered:	S			
Catalog Course Description:	Examination of general accounting applications as they apply to computerized financial records for each step of the accounting cycle to the completion of financial statements, as well as management accounting applications.			
Topical Outline: List course content in outline format.	<ol style="list-style-type: none"> 1. Introduction 2. Accounting Cycle of a Service Business 3. Accounting Cycle of a Merchandising Business 4. Voucher System and Budgeting 5. Accounts Payable: Purchase Order and Inventory Control 6. Accounts Receivable: Sales Order and Inventory Control 7. Fixed Assets 8. Payroll 9. Financial Statement Analysis 10. Departmentalized Accounting 11. Accounting System Setup 			

Upon successful completion of this course, the student will be able to do the following:
COURSE:

1. input journal entries, adjust entries and prepare financial statements for cash and accrual based businesses
2. record vendor, customer, and inventory transactions essential for maintaining accounts payable, accounts receivable, and inventory subsidiary ledgers
3. customize financial statements along with converting financial reports into EXCEL spreadsheets and graphs
4. using the "Easy Step Interview Process", create an entire accounting business system for corporations and sole proprietors

PROGRAM: *(Numbering reflects Program Outcomes as they appear in the college catalog)*

Business Administration Program

1. successfully complete the business administration core courses and demonstrate competencies necessary for success in business administration including an understanding of:
 - a) the role of accounting and finance in the management of a business enterprise
2. demonstrate the ability to integrate knowledge and apply learned skills for real-world business decision-making
3. demonstrate proficiency in the General Education Abilities as they apply to the business professions

Accounting Option

1. demonstrate competency in the accounting process/system and generally accepted accounting principles

GENERAL EDUCATION: *(Numbering reflects General Education Outcomes as they appear in the college catalog)*

5. **Information Literacy/Continuing Learning** - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.

Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.

Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.

Assessment will be based on the following criteria:

- examinations
- papers
- quizzes
- oral presentations
- group projects

Outcomes:

Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

Evaluation:

List how the above outcomes will be assessed.

Instructional Resources:

List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.

Required: Computer Lab Classroom

Desired: None