

**REEDLEY COMMUNITY COLLEGE CENTER
FALL 2006
COMPUTERIZED ACCOUNTING
ACCTG 31
COURSE SYLLABUS**

Days/Times: Wednesday, 5:40-9:30 p.m.

Location: Selma Highschool

Instructor: Tami Arnold

Email: tarnold@slatermoffat.com

I. Course Description

ACCTG 31, COMPUTERIZED ACCOUNTING (3 CR.)

**Introduction to accounting software for accountants and business managers; use of standard accounting programs including general ledger, depreciation, accounts receivable/payable, payroll and inventory control
Lecture/discussion and laboratory**

Prerequisites: Accounting 40, two years high school accounting, or equivalent; IS 15 or equivalent

II. Course Objectives

The student will:

- A) Demonstrate proficiency in the operation of computer hardware as it relates to accounting software applications.**
- B) Utilize and maintain a general ledger.**
- C) Reconcile individual accounts receivables with credit sales and cash receipts.**
- D) Reconcile individual accounts payables with credit purchases and cash payments.**
- E) Choose and execute depreciation applications.**
- F) Organize and operate payroll applications.**
- G) Operate and maintain an inventory control system.**
- H) Demonstrate understanding and application of terminology appropriate to the subject matter during the class participation.**

III. Schedule of Assignments (Tentative)

- Week 1 -- Orientation and Chapter #1
(Syllabus and Start "Introduction to Computers and QuickBooks Pro")**
- Week 2 -- Chapters #1-2 and End-of-Chapter Questions #1
(Complete "Introduction to Computers and QuickBooks Pro," Questions #1, and Start "Sales and Receivables: Service Business")**
- Week 3 -- Chapters #2-3 and End-of-Chapter Questions #2
(Complete "Sales and Receivables: Service Business," Questions #2, and Start "Payables and Purchases: Service Business")**
- Week 4 -- Chapters #3-4 and End-of-Chapter Questions #3
(Complete "Payables and Purchases: Service Business," Questions #3, and Start "General Accounting and End-of-Period Procedures: Service Business")**
- Week 5 -- Chapter #4 and End-of-Chapter Questions #4
(Continue "General Accounting and End-of-Period Procedures: Service Business" and Questions #4)**
- Week 6 -- Chapter #4 and Test #1
(Complete "General Accounting and End-of-Period Procedures: Service Business and start "HELP HANDS You Practice Set: Service Business")**
- Week 7 -- Test #1 (Chapter 1-4)
(Complete "HELP HANDS You Practice Set: Service Business")**
- Week 8 -- Chapter #5 and End-of-Chapter Questions #5
(("Sales and Receivables: Merchandising Business" and Questions #5)**
- Week 9 -- Chapter #6 and End-of-Chapter Questions #6
(("Payables and Purchases: Merchandising Business" and Questions #6)**
- Week 10 -- Chapter #7 and End-of-Chapter Questions #7
(Start "General Accounting and End-of-Period Procedures: Merchandising Business" and Questions #7)**
- Week 11 -- Chapter #7 and Test #2
(Complete "General Accounting and End-of-Period Procedures: Merchandising Business" and Start "Golf Shop Practice Set: Merchandising Business")**
- Week 12 -- Test #2 (Chapter 5-7)
(Continue "Golf Shop Practice Set: Merchandising Business")**
- Week 13 -- Chapter #8
(Start "Payroll")**

Schedule of Assignments (Tentative) Continued

- Week 14 -- Chapters #8-9 and End-of-Chapter Questions #8
(Complete "Payroll," Questions #8, and Start "Creating a Company in Quickbooks.")**
- Week 15 -- Chapter #9, End-of-Chapter Questions #9
(Complete "Creating a Company in Quickbooks," Questions #9, and start "Capital Books Practice Set: Comprehensive Problem.")**
- Week 16 -- Test #3 (Chapter 8-9)
(Continue "Capital Books Practice Set: Comprehensive Problem.")**
- Week 17 -- Complete "Capital Books Practice Set: Comprehensive Problem." Review index for Quickbooks Integration with Microsoft Word and Excel, Time Tracking, Job Cost and Trading Price Levels.**
- Week 18 -- Final**

IV. Grading (Tentative)

End-of-Chapter Questions (9)*	270 Points
Chapter Problems (8)*	400 Points
Test (4)*	
(Test #1 & #2 & #3 are worth 100 points each.)	
(Final is worth 200 points)	500 Points
Class Participation*	100 Points
(See attendance.)	

***There is NO MAKE UP for these items.**

POINTS POSSIBLE FOR SEMESTER

Grading Scale

96 - 100 = A	74 - 76 = C
91 - 95 = A-	71 - 73 = C-
87 - 90 = B+	67 - 70 = D+
84 - 86 = B	64 - 66 = D
81 - 83 = B-	61 - 63 = D-
77 - 80 = C+	0 - 60 = F

Grading (Tentative) Continued

1143 - 1270	=	A
1016 - 1142	=	B
889 - 1015	=	C
762 - 888	=	D
0 - 761	=	F

CONSULT WITH INSTRUCTOR FOR SPECIAL ASSIGNMENTS THAT WILL EXPAND AND ENHANCE WHAT IS LEARNED IN THIS COURSE.

V. Attendance

Regular attendance is essential. When an absence from class becomes necessary, it is the responsibility of the student to inform the teacher prior to the absence, whenever possible. Your participation is important to developing a discussion of the course content. Three or more absences will affect the participation grade as well as level penalties for assignments due when absent. Of course, students are responsible for work missed during an absence.

VI. Instructional Procedures

- A. Lectures**
- B. Demonstrations**
- C. Discussions**
- D. Exercises and Problems**
- E. Laboratories**
- F. Drills and Practices**
- G. Tests**
- H. Computer Applications**

VII. Required Student Instructional Materials

- A. Textbook: QUICKBOOKS PRO 2006 - A Complete Course, Janet Horne, PEARSON/Prentice Hall**
- B. Supplies: Pencils, eraser, black pen, folder, flash drive (highly Recommended)**