

Hagerstown Community College
MASTER SYLLABUS DOCUMENT

COURSE: ACC 109-01 – Computerized Accounting - 3 credits

INSTRUCTOR:

SEMESTER/YEAR: Spring 2017

CONTACT INFORMATION:

COURSE DESCRIPTION: This course will demonstrate the use of commercial accounting software in managing the accounting function of a business. Students will learn to account for purchases, sales, cash receipts and payments, and payroll. The end result will be the generation of financial statements. 3 Credits

TEXTBOOK:

QuickBooks® Online Plus, A Complete Course 2016 by Janet Horne will be the primary text used in this course and is required. This text includes an access code for QuickBooks® Online Plus 2016 which will be used in the course.

STUDENT LEARNING OUTCOMES:

1. Students will be able to demonstrate how to access, setup and navigate an integrated computerized accounting software package.
2. Students will be able to enter, modify and correct basic accounting transaction data using an integrated computerized accounting software package.
3. Students will be able to complete the accounting cycle by entering adjusting and closing entries and creating financial statements using a computerized accounting software package.
4. Students will be able to account for customer and sales related events (maintaining and analyzing customer data, billing, bank deposits and accounts receivable) using a computerized accounting software package.
5. Students will be able to account for purchases and inventory transactions (creating purchase orders, handling invoices, maintaining inventory control) using a computerized accounting software package.
6. Students will be able to complete a payroll (individual employee records, computing payroll and printing paychecks) using a computerized accounting software package. Understand the basics of federal income taxes pertaining to corporations, gift and estates.

COURSE METHODOLOGY:

A variety of methods will be employed to promote a vivid understanding of the concepts developed and to produce the capability and confidence to complete the exercises and problems in the textbook using the QuickBooks® software package.

- **Experiential Based Learning** – The concepts and techniques will be illustrated through the use of the textbook and students will test their understanding of the mechanics of the methods by working on problems found at the end of the chapter.
- **Problem Solving/Practice Sets** – These assignments serve as one of the most important and useful learning components of the course. It is through problem solving that one tests their understanding of the concepts and application of those concepts. These assignments also provide another communication link between the student and the instructor. They inform the instructor about the student’s understanding of the concepts and indicates the student’s capability to correctly apply and interpret the techniques. They also provide the instructor the opportunity to assist the student with explaining and interpreting the course subject matter.

ASSESSMENT PROCEDURES:

Grading and Evaluation:

End of Chapter Problems	40%
Quizzes	15%
Comprehensive Practice Set	30%
Final Exam	15%

Grading Scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

COURSE POLICIES:

Total Hours of Coursework: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

Attendance Policy – Students are expected to attend all classes. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student’s responsibility to confer with the instructor about the absence and missed course work. Students should call or e-mail their instructor **BEFORE** class on the day of any absence from class. Students absent from an announced (major) test or examination, **unless authorized IN ADVANCE**, will **not** be given an extension of time to take the test. Students contemplating withdrawing from a course should read the section of the catalog entitled “Withdrawal and Course Changes.”

The instructor reserves the right to modify the course content and/or the testing procedures as she determines necessary.

Academic Integrity - The HCC Student Code of Conduct is published in the College Guide: A Handbook Planner for Students and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Late or missed assignments - If you experience an emergency and miss an exam, contact your instructor **BEFORE** the assignment or exam. Under emergency circumstances, a makeup exam might be given at the discretion of the instructor. Due to the extensive time allowed to complete homework, there is no make up for the homework and due dates **will not** be extended for homework assignments.