

**ACNT 1311
COURSE SYLLABUS**

COURSE TITLE: ACNT 1311 Introduction to Computerized Accounting

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Online Disclaimer: This is to notify you that materials you may be accessing in chat rooms, bulletin boards or unofficial Web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

INSTRUCTOR: Vanessa Robison, CPA

OFFICE: Room 120 I, Lubbock Center Campus **HOURS:** Please refer to office hours that are posted in the "Instructor Information" link in Blackboard

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COURSE DESCRIPTION: *Prerequisite: 3 hours of accounting or consent of instructor.* This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. **YOU MUST REVIEW BASIC DEBITS AND CREDITS** if it has been a while since your last accounting course.

COURSE LEARNING OUTCOMES: The student will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project that entails the major course competencies and outcomes; and identify and explain the components of general ledger software.

COURSE STRUCTURE: This course is a hybrid online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. **Blackboard** is used to deliver and manage this course. It is a software package that was written to help manage online courses. There is help available on the SPC main website.

SUPPLIES:

Please see the Blackboard Course page to determine the necessary "book" and software required. We will discuss in length on the first day of class. Please do not purchase anything before the first day of class.

One Jump/FLASH Drive will be needed for this course –you will be backing up data on this flash drive so that you do not lose your work.

COMPUTER REQUIREMENTS: No particular brand of computer is recommended.

It is the responsibility of the student to make sure that they have the necessary computer resources, skills, and prerequisite to take this class. Students are not required to purchase their own computer, but must have access to one that meets the requirements given below. There are computer labs available for student use on the Levelland, Lubbock, and Reese Center campuses.

In order to access the course, a Web browser is necessary. You need to use Internet Explorer 5.x or later, or Google Chrome (Chrome or Firefox is recommended over Internet Explorer). To obtain a free copy of this browser, go to the following site:

You will have to enable JavaScript in your browser to be able to utilize all the functionality available in Blackboard. If you are not sure how to enable JavaScript, please go the SPC Online Web site at <http://www.southplainscollege.edu/online/students/studentguide/index.htm>

Internet Access: The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these four sites:

<http://www.southplainscollege.edu>

<http://spc.blackboard.com/webct/entryPageIns.dowebct> <http://oe.quickbooks.com>

<http://www.mhhe.com/yachtessentials4e>

Please test your computer to make sure that you can access all of these sites.

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

SPECIFIC COURSE INFORMATION AND REQUIREMENTS:

Attendance Policy: Although not required, attendance is encouraged, as well as regular completion of online assignments. Success is totally dependent on your determination to engage and complete assignments.

Withdrawal Policy: If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the last drop date for the semester. **The INSTRUCTOR IS NOT RESPONSIBLE FOR DROPPING FROM THE COURSE!!**

Grading Policy: Your grade for this course will be based on the following points (subject to change):

Chapter Assignment Submissions	80%
Final Exam (Quickbooks Certification Test)	20%

Grading Scale: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60

Note: A detailed Semester Schedule with assignments and due dates will be posted in the course on Blackboard as they become available. Please watch for announcements on due dates!

Open Computer Labs: There is an Open Computer Lab located on the Levelland campus in the new Technology Center. It is available to all students Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 12:00 p.m. Students wanting to use the computers at the Reese Center or the Lubbock Center will have to check with those campuses to determine their policy for open labs.

Technical Problems/Support: If you are having computer problems, please resolve asap. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a bad flash drive, computer crash, or any other situation, there is nothing I can do about it. You need to make backup copies and have a backup plan in place. **I am your source for help with academic and content related questions....I am unable to help you with your computer or any hardware issues you have!**

OTHER POLICIES:

SCANS Competencies and Foundation Skills: The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills that young people need to succeed in the world of work. The purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. Introduction to Accounting Computerized Accounting includes the following SCANS competencies: C-1,2,3,4,5,6,7,8,9,10,11,14,15,16,17,18,19,20; F-

1,3,4,5,7, 9,10,11,12,13; (Note: A complete list of SCANS Competencies and Foundation Skills may be obtained from the instructor.)

Academic Integrity: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

Student Conduct: Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Students should refer to the SPC General Catalog policy regarding student conduct.

ACCOMMODATIONS:

Please go to the following link for SPC Institutional Policies on Diversity, Non Discrimination, Disability Services, Title IX Services, and Concealed Carry Policy

<https://www.southplainscollege.edu/syllabusstatements/>

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Course Learning Outcomes

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, nonprofit, and manufacturing businesses.
2. Complete exercises using accounts payable, accounts receivable, invoicing, payroll, inventory, and job cost systems.
3. Complete the computer accounting cycle using QuickBooks's software.
4. Complete exercises to customize forms, online resources, and export data to a word processing program and Microsoft Excel.
5. Prepare financial statements and complete financial statement analysis.
6. Complete computer accounting projects that require designing service and merchandising businesses.

SCANS COMPETENCIES

RESOURCES: Identifies, organizes, plans and allocates resources.

C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules. C-2

MONEY--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives C-3

MATERIALS & FACILITIES--Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information C-5

Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information. C-8 Uses computers to Process information.

INTERPERSONAL--Works With Others

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves clients/customers--works to satisfy customer's expectations.

C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.

C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships

C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them

C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.

C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies

C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.

C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks

F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

F-7 Creative Thinking--Generates new ideas.

F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

F-9 Problem Solving--Recognizes problems and devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty F-13

Responsibility--Exerts a high level of effort and preservers towards goal attainment.

F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.

F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control. F-17

Integrity/Honesty--Chooses ethical courses of action.