

HOCKING COLLEGE COURSE OUTLINE

Course No. ACC 130 Course Name: Desktop Machine Operations

Credit Hours 2 Class Hours 2 Lab Hours 2

Date Fall 2008 Prepared by C. D. Gater

To be updated Fall 2009 Approved by _____

Dean/Associate Dean

PREREQUISITES

None

COURSE DESCRIPTION

This course is designed to help the student develop proficiency in the use of the electronic printing calculator, electronic display calculator, and computer keypad on the keyboard. Application exercises deal with the solution of common business and accounting problems.

COURSE OUTCOMES

Upon completion of this course, the learner will demonstrate competence in the performance of the following:

1. Perform basic accounting tasks on desktop machines
2. Understand the duties and responsibilities of some accounting office functions.
3. Implement basic accounting concepts and procedures such as finance charge calculations, profit margin and mark-up calculations, and inventory extensions.
4. Dexterity and efficiency on business machines.

COURSE MATERIALS

The Desktop Machine Operations practice set will be available within the online course. Students must download files to a jump drive and submit them via email when finished.

SAFETY PRACTICES

To promote and insure the safety of all in this course and others, the students of this course agree to act in a safe and orderly manner at all times during this course, and agree to follow any and all policies as announced in class, or as posted in JL 353.

TOPICAL OUTLINE

1. Desktop calculator and computer keypad key placement
2. Addition and subtraction
3. Multiplication and division
4. Using the constant function
5. Using the memory keys
6. Building speed and accuracy

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disabilities services in JL 249 regarding accommodations.

**HOCKING COLLEGE
EVALUATION OF THE LEARNER**

Course No. ACC 130 Course Name Desktop Machine Operations

Instructor _____ C. D. Gater _____

Prepared by _____ C. D. Gater _____

Approved by _____
Dean/Associate Dean

My objective is to systematically help you build knowledge of the financial world, specifically, the accounting field. I will accomplish this by helping you understand your future role in the business world, and guiding you through the learning process. It is my goal to assess your learning and give you timely and appropriate feedback in order that you may be confident in your understanding of the presented material. I believe the learning process to be a joint venture between the learner and the instructor. Together we can build a foundation from which you can become an adaptable, successful member of the business community.

1. EXAMINATIONS AND QUIZZES:

There are 4 exams for this course covering the topics listed in the topical outline. The exams are worth 100 points each. Each exam should be accessed on the "Exams" icon. You must download the Excel spreadsheet, complete the problems, and email the completed spreadsheet, as an attachment, to your instructor. Please use the email located in the online course.

2. PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:

Due to the nature of this course, homework will typically be in the form of spreadsheet assignments. Each assignment will have a point value assigned to it. For each of the four sections, there will be 50 points worth of assignments. This homework score (being 50 points) is the equivalent to half of an exam. The following success skills will be

incorporated into this course:

- A. Demonstrates Math Skills
- B. Demonstrates Learning and Critical Thinking Skills
- C. Maintains Professional Skills and Attitudes
- E. Communicates Effectively

3. ATTENDANCE

Attendance is both important to learner success and a required part of this course. Accounting and Business courses are comprehensive in nature, making regular attendance a vital part of the successful completion of this course. Part of your college experience is to prepare you for the job market, which absolutely requires regular attendance and promptness for both job security and promotion. Attendance will be taken and reported to your permanent transcripts via use of the discussion board participation. It is imperative that you are "in attendance" in your web courses to ensure that you do not miss any pertinent information from your instructor via email, bulletin board postings, and chats. In addition, attendance can affect your final course grade as discussed in Section 8 following.

4. CLASS PARTICIPATION:

Students will be expected to participate in bulletin board assignments where appropriate. During all assignments, except exams, students will be both permitted and encouraged to work together via email, bulletin board postings, and chats to enhance learning. Adult responsible behavior and common courtesy will be expected during any group exercise.

5. EXTRA PROJECTS:

There are no planned extra projects for this course outside of continuing lab assignments.

6. GRADING SCALE:

A	93 - 100 %	C	73 - 77
A-	90 - 92	C-	70 - 72
B+	88 - 89	D+	68 - 69
B	83 - 87	D	63 - 67
B-	80 - 82	D-	60 - 62
C+	78 - 79	F	0 - 59

7. POLICY REGARDING HONESTY:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

A. Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,

4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved.
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive a zero on the test in question, and a zero for the assignment or homework for the first offense. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will receive an "F" for the course.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the Student Code of Conduct found on the Hocking College website (www.hocking.edu).

8. FINAL GRADE CALCULATION:

Points from all 4 exams will be totaled along with all homework points earned, and the discussion board points and the total will be divided by 7 to determine the final percentage. The percentage will be applied to the grading scale in #6 above.

9. ACADEMIC GRADE APPEAL PROCESS:

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint

between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

10. STUDENT GRIEVANCE DUE PROCESS PROCEDURES:

Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

11. DISABILITIES NOTICE:

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disabilities Services in JL 249 regarding accommodations.

12. Instructor Information:

Office Location: JL 353 or OAK 211
Office Phone: 740-753-7165 or Ext 7165
Email Address: gater_c@hocking.edu

*****Please check posted schedules each quarter for current office hours.*****

