



COURSE OUTLINE

Course No. ACC 162 Course Name Microcomputer Accounting

Credit Hours 3 Class Hours 3 Lab Hours 2

Date Fall 2007 Prepared by C. D. Gater

To be updated Fall 2008 Approved by _____
Dean/Associate Dean

PREREQUISITES

Accounting I (ACC 100)

COURSE DESCRIPTION

Introduction to software packages available for basic accounting. Application of concepts introduced in introductory accounting courses and mastery of basic microcomputer skills.

COURSE OUTCOMES

Upon completing Microcomputer Accounting, assuming the appropriate prerequisites, the student should be able to demonstrate competence in the performance of the following:

1. Perform basic file procedures using the Peachtree Accounting program.
2. Analyze accounting data to determine proper classification and handling.
3. Input accounting transactions appropriately using the Peachtree Accounting program.
4. Construct meaningful financial reports using data from the Peachtree Accounting program.
5. Convert Peachtree Accounting documents to Microsoft Excel spreadsheets.
6. Demonstrate comprehension of the entire accounting cycle.

COURSE MATERIALS

Text: Owen, Using Peachtree 2007 Complete for Accounting, Thompson Southwestern Publishing, 2007

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. Getting Acquainted with Peachtree 2007
2. Balance Sheet
3. Income Statement & Statement of Retained Earnings
4. Statement of Cash Flows
5. Supporting Statements and Reports
6. Setting up an Accounting System
7. Cash Oriented Activities
8. Business Transactions
9. Adjusting Entries & Bank Reconciliation
10. Budgeting
11. Reporting

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. Please turn your cell phone and other electronic devices off while you are in class/lab. In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

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 162 Course Name Microcomputer Accounting

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:

Due to the nature of this course, there will be one exam...a final exam. This exam will be worth 31.5% of a student's grade (a possible 315 points).

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

Homework will be assigned from each chapter in the text. Students should take care to complete all homework assignments before moving to the next chapter to ensure understanding of the presented material. Homework will be worth approximately 68.5% of a student's grade and is broken into 3 separate parts; Questions, Assignments, and Cases. Questions will be worth 1 point a piece for a total of 110 points. Assignments will be worth 10 points each for a total of 260 points. Cases will be worth 15 points each for a total of 315 points. Students who complete all homework assigned can potentially earn a total of 685 points. Any homework not completed and submitted before moving to the next chapter shall be assigned a zero grade. Homework that has been assigned a zero grade cannot be made up later in the course. All homework must be submitted as attachments to email in either Microsoft Word documents or Microsoft Excel documents. **NO OTHER FORMATS WILL BE ACCEPTED!!** It is the responsibility of the student to ensure the proper submission of assignments in an acceptable format. Students should keep ALL homework files until the end of the course for review by the instructor upon request.

3. ATTENDANCE

Attendance is both important to learner success and a required part of this course. Online courses do not lend themselves to face-to-face attendance but student activity can be measured none-the-less to determine approximate times spent on course activities. 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 using homework submissions and discussion board participation. Attendance will be taken for 5 hours a week and recorded as follows: Homework Questions =1 hour, Homework Assignments=1 hour, Homework Cases=2 hours, participation in discussion board=1hour. Week 1 will coincide with Chapter1, Week 2 with Chapter 2 and so forth. Attendance will be reported at the midterm point (during week 6) and again at the end of the course. If students complete all assignments for weeks 1-5 by the midterm point, full attendance credit will be given, if not, partial attendance credit will be given based on the number and type of assignments completed (as explained above).

4. CLASS PARTICIPATION:

Students will be expected to participate using the discussion board for the course. Each week a new question will be posted by the instructor. Each student must log in and answer the question before the end of the week (Sunday 11pm). Each answer should be sufficient in length to answer the question completely. Responses will be used to help determine attendance for the week as explained in section 3.

5. EXTRA PROJECTS:

This course has no extra projects scheduled.

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:

All homework points will be added together, along with the points earned on the final exam. Total points earned will be divided by 1000 to determine a final percentage which will be applied to the grading scale on page 4 of this document.

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:

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