

Common Course Outline
ACCT 116
Computerized Accounting
3 Semester Hours

The Community College of Baltimore County

Description

Computerized Accounting Studies the use of small computers in business, emphasizing accounting applications and the importance of accounting data to business decisions; places accounting principles in a computerized setting and introduces computerized accounting software.

3 credits: 3 lecture hours per week. *Prerequisite: ACCT 101*

Overall Course Objectives

Upon completion of this course the student will be able to:

1. Discuss accounting information systems and explain the purpose of the various components;
2. Explain the technology applied in accounting information systems;
3. Explain the importance of documentation in accounting information systems;
4. Explain internal control procedures and structures for computerized accounting information systems;
5. Record the following standard accounts receivable transactions: set up a new customer, record customer sales (including the sales of merchandise inventory); customer returns, customer discounts, customer payments;
6. Analyze a variety of accounts receivable ledgers and reports including sales journals and cash receipts journals;
7. Record the following standard accounts payable transactions: set up a new vendor, record purchases (including the purchases of merchandise inventory), purchase returns, purchase discounts, payments;
8. Analyze a variety of accounts payable ledgers and reports including purchase journals and cash disbursements journals;
9. Process payroll for a several employees who are varied in their tax status;
10. Analyze a variety of payroll reports;
11. Analyze a trial balance and prepare necessary adjusting entries;
12. Prepare a bank reconciliation using the module in the general ledger software package;
13. Prepare and analyze a set of financial statements.

Major Topics

- I. Accounting information systems and the accountant
- II. The technology of accounting information systems
- III. Documenting accounting information systems
- IV. Processing transactions in accounting information systems
- V. Transaction processing cycles in accounting information systems
- VI. The internal control structure for accounting information systems

Course Requirements

1. Through a variety of learning experiences including lecture, class discussion, audio-visual material, the World Wide Web, and interactive CD-roms, the students will, independently and collaboratively, apply financial and managerial accounting concepts and procedures.
2. All students will be expected to participate in at least one oral presentation during the Course. (This could be as simple as a demonstration of a homework problem or as elaborate as a formal presentation of a project.)
3. All students will be expected to participate in at least one collaborative project during the Course.
4. All students will prepare at least one exercise that requires the collection and analysis of data through the Internet.

Grading/exams: Grading procedures will be determined by the individual faculty member, but will include the following:

1. A comprehensive project that demonstrates the students knowledge of a computerized accounting system. The project will count at least 20% of the Course grade.
2. 2 examinations that include computer applications.
3. 10 graded assignments (these can be pass/fail) that provide appropriate feedback of the student's mastery of applications and concepts.

Writing: Evaluation of student performance will include some formal and/or informal writing assignments that contribute to the mastery of writing within the discipline of accounting. The individual faculty member will determine specific writing assignments and will include the following:

1. 2 written assignments that demonstrate one or more of the following abilities as appropriate to the Course content: apply procedures, explain concepts, analyze financial data, summarize current business events.

Other Course Information

1. This course is taught in a computerized environment.
2. Regular attendance and participation in class are requirements for this course.
3. Students will be expected to have regular access to a required text and such additional learning material as an instructor may assign.
4. The instructor, at his/her discretion, may arrange for guest lecturers, audio/video presentations, and/or attention to current events as a part of the Course content.
5. The instructor will be available to assist students through regular office hours, telephone, and in some cases voice mail and Internet email.
6. Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.
7. The Community College of Baltimore County is committed to providing a high-quality learning experience that results in a growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career, and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending class, completing all homework and other assignments, participating in class activities, and preparing for tests.
8. We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes, and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups, or portfolio evaluations. We ask that you take these activities seriously so that we can obtain valid data to use for the continuous improvement of CCBC's courses and programs.