I. COURSE DESCRIPTION (3-3-0)
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. Students will learn to do the following using Peachtree Complete Accounting 2010: create a company; cash and accrual methods of accounting; enter transactions and manipulate data; manage inventory and inventory related accounts; accounts receivable and accounts payable; payroll; and costing concepts.

II. COURSE RATIONALE
This course meets the requirement for various vocational programs including Associate of Applied Science two year programs and a few certificate programs. It provides the student with a basic understanding of accounting software applications for accounting.

III. REQUIRED MATERIALS
Textbook: Computerized Accounting with Peachtree 2010, By Mazza & Chavez
Supplies: Flash Drive

IV. INSTRUCTOR INFORMATION
Instructor: Ruth Kusheba
Office: Kilgore Campus – BA205D
Telephone: 903.983.8129
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Web Page: http://kcfac.kilgore.edu/kusheba
elearning site: http://elearning.kilgore.edu

V. EVALUATION
Unit Tests (3) 52.5%
Unit Tests will consist of objective type questions administered through in-class exams. In the event of a missed test due to an unexcused absence, a grade of zero will be assigned. No make-up tests will be given for unexcused absences. See the Policy for Making Up Work in the current Kilgore College Catalog for details.
Assignments (11) 10%
Assignments will consist of end of chapter content check multiple choice questions and case problems using computerized accounting software. No late assignments will be accepted. A student may NOT always finish computer work during class time. It is the student’s responsibility to make time to work in the computer lab outside of class or at home if necessary.
Comprehensive Problem (1) 20%
Comprehensive Problem will consist of using computerized accounting software utilizing the features learned in the assignments.
Final Exam (comprehensive) 17.5%

VI. CLASSROOM POLICIES
Students should read the attendance policy in the Kilgore College Catalog and be aware that an instructor may drop a student from class as a result of excessive absences (the equivalent of two weeks of class). Three tardies are counted as one absence. Students who stop attending without withdrawing or being dropped from the class will receive an F in the course. Students will be responsible for all material covered in their absence. Students should read the academic dishonesty section of the Kilgore College Student Handbook to be aware of potential penalties associated with dishonesty. Dishonesty in any form will seriously damage a student’s standing. Students are expected to be civil to each other and the instructor at all times. If a student is not, the instructor will ask the student to leave the classroom. Turn off and put away all cell phones during class. No eating or drinking in the computer labs is permitted.

VII. STUDENT LEARNING OUTCOMES
A. The student will create a company using an integrated accounting software package, knowing the difference between a partnership and a corporation, and also the difference between cash and accrual methods of accounting. Activities: text readings, class lecture, problem assignments, and discussion Assessment: chapter exams and final exam SCANS: 1,2,3,4,5,6,7,8

B. The student will identify and apply terms, concepts, principles, and procedures used in accounting for service and merchandising businesses. Activities: text readings, class lecture, problem assignments, and discussion Assessment: chapter exams and final exam SCANS: 1,2,3,4,5,6,7,8

C. The student will enter transactions and manipulate data in an integrated accounting software package. Activities: text readings, class lecture, problem assignments, and discussion Assessment: chapter exams and final exam SCANS: 1,2,3,4,5,6,7,8
D. The student will demonstrate the ability to record transactions involving accounts receivable and accounts payable, including treatment of taxes and discounts.
Activities: text readings, class lecture, problem assignments, and discussion
Assessment: chapter exams and final exam
SCANS: 1,2,3,4,5,6,7,8

E. The student will demonstrate and apply computerized accounting application skills for management of inventory and inventory related accounts.
Activities: text readings, class lecture, problem assignments, and discussion
Assessment: chapter exams and final exam
SCANS: 1,2,3,4,5,6,7,8

F. The student will demonstrate and apply a working knowledge of the concepts associated with payroll and their application using a computerized accounting application.
Activities: text readings, class lecture, problem assignments, and discussion
Assessment: chapter exams and final exam
SCANS: 1,2,3,4,5,6,7,8

G. The student will demonstrate and apply a working knowledge of costing concepts and their application using a computerized accounting application.
Activities: text readings, class lecture, problem assignments, and discussion
Assessment: chapter exams and final exam
SCANS: 1,2,3,4,5,6,7,8