

Date Adopted: _____

Date Reviewed: August 2009

Date Revised: January 2008

ACT 246Q – Microcomputer Accounting

I. ACT 246 – Microcomputer Accounting – 3 Semester Hours

II. Course Description

This course utilizes the microcomputer in a study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

III. Prerequisite

BUS 241 or ACT 145, CIS 130 recommended

IV. Textbook

Textbook: Introduction to QuickBooks Pro (Current Edition)

Publisher: Paradigm

Authors: Villani & Rosa

V. Course Objectives

1. The student will understand the use of the computer in performing accounting functions.
2. The student will become aware of the procedures necessary to use the computer successfully in an office environment.

VI. Course Outline of Topics

1. The student will:
 - a) be able to set up accounting data in a format that is efficient for entering into the computer.
 - b) be able to enter data into the computer.
 - c) learn to follow prescribed steps necessary to generate financial statements on a computerized system.
 - d) use the computer to maintain subsidiary data on Accounts Receivable and Payable and experience the efficiency of entering data only once and allowing the computer to transfer to other areas of the accounting for other purposes.
 - e) use the computer to perform various financial statement analyses.
 - f) use the computer to calculate depreciation and prepare amortization schedules for long-term liabilities.
2. The student will:
 - a) gain an overview of the procedures followed in installing software that is commonly encountered in an accounting environment.
 - b) experience the discipline necessary to successfully use a computer in a business office.
 - c) prepare the computer for:
 - 1) daily start-up.
 - 2) proper termination of program.
 - 3) physical care of data media.
 - 4) back-up records

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).