JEFFERSON COLLEGE

COURSE SYLLABUS

BUS244

COMPUTERIZED ACCOUNTING

3 Credit Hours

Prepared by
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BUS244 Computerized Accounting

I. CATALOGUE DESCRIPTION

A. Prerequisite: BUS107 Bookkeeping or BUS240 Financial Accounting AND Basic Computer Skills

B. 3 Semester Hours

C. Computer Accounting is a comprehensive study of accounts receivable, inventory, and accounts payable. This course uses the computer extensively, with the most current software available.

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>To be competent creating, opening, saving, and restoring company information in Peachtree Complete Accounting (PCA).</th>
<th>Students will develop new company files based on simulation information provided on in-class exercises and comprehensive projects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be competent creating and modifying Chart of Accounts, and employee, customer, and vendor information.</td>
<td>Students will develop and modify list items using the forms on in-class exercises, quizzes and comprehensive projects.</td>
</tr>
<tr>
<td>To understand basic accounting transactions using invoices, sales receipts, purchase orders, credit memos, payment receipts and inventory information.</td>
<td>Students will enter and process basic transactions in PCA using the system of forms, registers and journal windows on in-class exercises, quizzes and comprehensive projects.</td>
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<tr>
<td>To understand the selection and interpretation of financial statements and work papers generated in PCA.</td>
<td>Students will determine, customize and analyze situation-specific financial statements and reports on in-class exercises, quizzes and comprehensive projects.</td>
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<tr>
<td>To apply actual business situations to the processing of data, preparation of reports and analysis of financial information.</td>
<td>Students will analyze and prepare simulated data to complete a full accounting cycle on comprehensive projects.</td>
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III. OUTLINE OF TOPICS

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

A. Start and close the program, navigate the Peachtree desktop, open an existing company and back-up and retrieve company information

B. Create and modify items such as the Chart of Accounts, Employee information, Customer information, and Vendor information

C. Enter data using Peachtree, including invoices, sales receipts, credit memos, and purchase orders, receive payments, apply credits to a payment, and receive items into inventory

D. Complete quarterly activities and close a fiscal year

E. Prepare various financial statements for analysis

Lecture Outline

A. Introduction of Peachtree Computerized Accounting Software

B. Vendor Transactions

C. Customer Transactions

D. Employees Payroll– Quiz Chapters 1-3

E. General Ledger and Inventory Control

F. Job Cost

G. Financial Statements

H. Time and Billing

I. Maintaining Accounting Records– Quiz Chapters 1-9

J. Complete Quarterly Activities & Closing Fiscal Year
K. Project 1
L. Accounts Payable
M. Accounts Receivable Quiz Chapters 1-11
N. Merchandise Inventory
O. Payroll
P. Project 2 Quiz Chapters 1-13
Q. Project 3
R. Project 4
S. Final Exam

Unit Objectives
Service Business

A. Introduction of Peachtree Computerized Accounting Software
   1. Open, create, save, and restore company information
   2. Set global options
   3. PCA Windows

B. Vendor Transactions
   1. Payments to vendors
   2. Reviewing vendor ledgers
   3. Printing checks

C. Customer Transactions
   1. Preparing, posting and printing invoices
   2. Entering receipts
   3. Reviewing customer ledgers

D. Employees Payroll
   1. Maintain employee information
   2. Prepare payroll
E. General Ledger and Inventory Control
   1. Set up a chart of accounts and budget
   2. Enter items into the general journal
   3. Inventory transactions

F. Job Cost
   1. Job costing and purchases and sales
   2. Job cost reports

G. Financial Statements
   1. Preparing, displaying, and printing financial statements

H. Time and Billing
   1. Using time and billing in a service business

I. Maintaining Accounting Records
   1. Display and print cash registers and journals
   2. Edit journal transactions

J. Complete Quarterly Activities & Closing Fiscal Year
   1. Bank reconciliation
   2. End of quarter adjusting entries
   3. Closing fiscal year end

Merchandising Business

K. Accounts Payable
   1. Inventory items
   2. Vendors and purchases

L. Accounts Receivable
   1. Sales
   2. Receipts and cash sales

M. Merchandise Inventory
   1. Review cost methods
   2. Entering inventory information

N. Payroll
   1. Entering employee payroll
   2. Payroll entry
IV. METHOD(S) OF INSTRUCTION

A. Lectures

B. Classroom Demonstrations

C. Classroom Discussion

D. Computer Lab Exercises

E. Reading Textbook

V. REQUIRED TEXTBOOK(S)


VI. REQUIRED MATERIALS (STUDENT) Flash

Drive, Calculator, and Pencil (not pen)

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHODS OF EVALUATION (STUDENTS)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>(20%)</td>
</tr>
<tr>
<td>Chapter exercise completion</td>
<td>(30%)</td>
</tr>
<tr>
<td>Four business projects</td>
<td>(30%)</td>
</tr>
<tr>
<td>In Class Assignments</td>
<td>(10%)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>(10%)</td>
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Classroom Policies

1. Attendance
   Students missing more than four (4) classes will have their final grade lowered by one
   (1) letter grade.

2. Late Assignments
   Assignments turned in after the due date will have a 20% penalty per week late (i.e.
   an assignment 3 weeks late will receive a reduction of 60%). No assignments will
   be accepted after 4 weeks.

3. Academic Integrity
   Students are expected to complete their own work to the best of their ability. Any
   cheating or plagiarism will result in a score of “0” for that assignment.

Instructor reserves the right to make changes to the syllabus at any time.

IX. ADA AA STATEMENT

   Any student requiring special accommodations should inform the instructor and the
   Coordinator of Disability Support Services (Library phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

   All students are responsible for complying with campus policies as stated in the Student

XI. ATTENDANCE STATEMENT

   Regular and punctual attendance is expected of all students. Any one of these four
   options may result in the student being removed from the class and an administrative
   withdrawal being processed: (1) Student fails to begin class; (2) Student ceases
   participation for at least two consecutive weeks; (3) Student misses 15 percent or more
   of the coursework; and/or (4) Student misses 15 percent or more of the course as defined
   by the instructor. Students earn their financial aid by regularly attending and actively
   participating in their coursework. If a student does not actively participate, he/she may
   have to return financial aid funds. Consult the College Catalog or a Student Financial
   Services representative for more details.
XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.