

El Paso Community College
Syllabus
Part II
Official Course Description

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| SUBJECT AREA | <u>Accounting</u> |
| COURSE RUBRIC AND NUMBER | <u>ACNT 1313</u> |
| COURSE TITLE | <u>Computerized Accounting Applications</u> |
| COURSE CREDIT HOURS | <u>3 3 : 1</u> Credits Lec Lab |

I. Catalog Description

Utilizes the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. **Prerequisite: ACCT 2301 or ACNT 1303. (3:1).**

II. Course Objectives

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

- A. Utilize a widely used computerized accounting program to:
 - 1. Set up a business's accounting system, such as adding customers, vendors, employees, and inventory and adding and modifying accounts to the chart of accounts;
 - 2. Input and report all types of accounting transactions, such as accounts receivable, accounts payable, payroll, and cash sales and expenses;
 - 3. Enter journal entries, including adjusting entries, and prepare a bank reconciliation;
 - 4. Create and modify budgeted financial statements;
 - 5. Create and modify financial statements, other financial reports and schedules, and graphs to report business activities and export a report to a spreadsheet program.
- B. Utilize a database program to:
 - 1. Construct a database from scratch;
 - 2. Create tables, relationships, and data-entry forms;
 - 3. Perform queries and create reports; and
 - 4. Perform advanced tasks, such as adding menus and push buttons.
- C. Utilize e-mail to communicate and send attachments.
- D. Identify, discuss, and evaluate various small business accounting software.

III. THECB Learning Outcomes (WECM)

- 1. Utilize spreadsheet and/or database software for accounting and management applications.
- 2. Complete a comprehensive project.

IV. Evaluation**A. Preassessment**

Each student must verify that they meet the prerequisites for the class in which they are enrolled, if applicable.

B. Assessment Projects

A student's performance will be evaluated based on the completion of textbook assignments and/or projects as determined by the instructor. Assignments and/or projects are designed to give the student the hands-on practice needed to become competent with the software's capabilities.

C. Final Assessment

A comprehensive computerized accounting problem will count at least 15% of the student's grade. A comprehensive database project will count at least 15% of the student's grade.

D. Remediation

The opportunity for re-submitting assignments and/or projects is at the discretion of the instructor. Students who are performing at an unsatisfactory level should be encouraged to avail themselves of tutoring.

E. Evaluation Scale

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| A | Excellent | 89.5% and above |
| B | Above Average | 79.5% - 89.4% |
| C | Average | 69.5% - 79.4% |
| D | Below Average | 59.5% - 69.4% |
| F | Failing | 59.4% and below |
| W | Withdrawal | Please see EPCC Catalog for drop deadline. |

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.