

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

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

### I. Catalog Description

Use of 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). Lab fee.**

### 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.
  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**

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.

**VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.