

# 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 1311</u>
<b>COURSE TITLE</b>	<u>Introduction to Computerized Accounting</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3            :    1</u> Credits      Lec            Lab

### I. Catalog Description

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. (3:1). Lab Fee.

### II. Course Objectives

Upon satisfactory completion of this course, the student will be able to utilize a widely used computerized accounting program to:

- A. Navigate the basic operating functions of the general ledger software.
- B. Create a new company file.
- C. Create customer records and record customer transactions.
- D. Create vendor files and record vendor transactions.
- E. Manage banking tasks.
- F. Record current and long-term asset account transactions.
- G. Record current and long-term liability account transactions.
- H. Establish and maintain physical inventory quantities.
- I. Create and track job costing operations.
- J. Establish and manage payroll activities.
- K. Perform end-of-period operations.
- L. Prepare financial statements with financial analysis reports.

### III. THECB Learning Outcomes (WECM)

1. Utilize an application software to perform accounting tasks.
2. Maintain records.
3. Prepare reports.
4. Analyze reports for a business entity.
5. Complete a comprehensive project.
6. Explain the components of general ledger software.

### IV. Evaluation

- A. Preassessment

Each student must verify that they meet the prerequisites for the class.

## B. Assessment Projects

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

Assignments: All written assignments should be completed using the format required by the instructor, and must be prepared using correct grammar, punctuation, and spelling.

Examinations: The student will provide their own supplies for use during each exam. Reference materials may not be used unless specifically allowed by the instructor. Each student is expected to do their own work on exams and are responsible to protect their work from copying. Anyone caught cheating will receive zero credit for that exam and be subject to disciplinary action as prescribed in the current EPCC catalog. Exams require the solution of both procedure and theory problems. Exam formats may include multiple-choice, matching, fill in the blank, short-answer responses, problems, essays, and hands-on computerized general ledger accounting procedures.

## C. 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.

## D. Final Assessment

The Final Exam is a mandatory, comprehensive computerized accounting problem which counts for at least 20% of the total course grade.

## 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.

## F. Course Pursuit

When the instructor determines that a student has ceased to pursue the objectives of the course, the instructor may withdraw the student from the course up to the official withdrawal deadline. To assess course pursuit by the student, the instructor will consider class and lab participation, failure to take exams and quizzes, failure to submit required work, and failure to complete other required class/lab/homework activities identified in the course syllabus.

## G. Course Withdrawal

Students that do not participate in class activities by the census date will be dropped from the course. After the census date, if a student wishes to withdraw from the course it is the student's full responsibility to withdraw by the official withdrawal deadline. The instructor may not readmit a student who voluntarily withdraws from the course. A student withdrawn for administrative reasons may not continue to attend class until readmitted into the course. All students remaining on the final class roster will receive a grade based on the total points accumulated by the end of the semester.

**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.