

ARIZONA WESTERN COLLEGE
SYLLABUS

ACC 115 COMPUTERIZED ACCOUNTING

Credit Hours: 2 Lec 2

PREREQUISITE: ACC 100 or higher level accounting course

COURSE DESCRIPTION

This course applies accounting principles using a commercial accounting software program. Professional accounting computer software will be utilized to simulate the setup of accounting books, enter daily transactions and prepare financial statements for small businesses.

1. COURSE GOALS

Using the accounting software program, the student will set up various types of business entities completing the accounting cycle. The student will complete the accounting cycle through the preparation of external and internal financial statements from the accounting software program.

2. OUTCOMES

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

- 2.1 set up a company in an accounting software program including the creation of a chart of accounts.
- 2.2 complete accounts receivable transactions including billing customers and depositing receipts.
- 2.3 complete accounts payable transactions including posting invoices to appropriate accounts and rendering payment to vendors.
- 2.4 complete payroll transactions including accurate calculations of taxes and withholdings as well as applying payroll costs to jobs.
- 2.5 prepare end of period accrual entries through journaling.
- 2.6 perform the bank reconciliation for cash accounts.
- 2.7 journal entries for a service and merchandise company.
- 2.8 journal revenues and expenses in a job-costing company.
- 2.9 prepare and interpret external and internal financial reports including end of period financial statements.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Videos
- 3.3 Class discussion
- 3.4 Class problems

4. LEARNING ACTIVITIES

- 4.1 Chapter reading
- 4.2 Lecture
- 4.3 Class discussions
- 4.4 Lab problems
- 4.5 Homework
- 4.6 Comprehensive Problem

5. EVALUATION

- 5.1 Exams or Quizzes
- 5.2 Homework
- 5.3 Comprehensive Problem

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course will be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course