

CATALOG INFORMATION

Dept & Nbr: BUS 101 Title: COMPUTERIZED ACCOUNTING
Full Title: Computerized Accounting Practices

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 1.0	Lecture	1.0	17	Lecture	17.0
Min: 1.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	1.0		Contact Total	17.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:

This course will use accounting software to prepare accounting entries, financial statements and payroll records. Class requires understanding of Generally Accepted Accounting Principles.

PREREQUISITES:

Completion of BUS 200.

RECOMMENDED PREPARATION:

No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Prerequisites: Completion of BUS 200.
This course will use accounting software to prepare accounting entries, financial statements and payroll records. Class requires understanding of Generally Accepted Accounting Principles. (Grade or CR/NC)
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER: TRANSFERABLE	Effective: FALL 1984	Inactive:
UC TRANSFER:	Effective:	Inactive:

CAN:

CERTIFICATE APPLICABLE: C CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES

=====

Version 02 Submitted by: JULIE FINNEGAN Date: 09/27/2007
Department approved: Debra Polak Date: 09/27/2007
Curriculum approved: 10/26/1983 Version approved: 09/20/2007
Prerequisites approved: 04/22/2005 Last reviewed: 09/20/2007
Term effective: SPRING 2008 Last taught: SPRING 2008 Inactive:

COURSE CONTENT

=====

OUTCOME AND OBJECTIVES:

1. Understand the use of menu driven accounting software.
2. See the accounting software system as an integrated information system to be used by accountants to efficiently handle financial information. Understand the basic configuration of such systems and benefits to the organization.
3. Design and install a computerized chart of accounts.
4. Enter, process and correct data using the integrated computer system.
5. Maintain computerized files.

TOPICS AND SCOPE:

1. Accounting hardware and software choices.
2. Description of integrated accounting software.
3. Internal accounting control in a computerized environment.
4. Design of the chart of accounts.
5. File maintenance.
6. Data entry, correction and proof.
7. Generation of journals, ledgers, sub-ledgers, and financial statements
8. Other applications: payroll, depreciation.
9. Other tools: spread sheets, databases.

ASSIGNMENTS:

ASSIGNMENTS:

READING ASSIGNMENTS:

Students are required to read assigned chapters in the required text, articles on current topics from sources such as The Wall Street Journal.

WRITING ASSIGNMENTS:

1. Assigned problems on integrated accounting and related tools.
2. Assignments analyzing the choices available in computerized accounting.

OUTSIDE ASSIGNMENTS:

1. Perform numeric entry of accounting information in software program

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

The students will use and demonstrate critical thinking skills by solving assigned problems, applying accounting theory to various business transactions, designing accounting systems and interpreting resulting financial statements.

METHOD OF INSTRUCTION:

For face-to-face course:

1. Interactive lecture with visual aids.
2. Discussion and problem solving performed in class.
3. Quiz and Examination review performed in class.
4. Homework and extended projects

For the hybrid online course format:

1. The content of this course is delivered using some form or forms of distance technology such as television, videotape, audiotape, or the Internet. For telecourses, no less than 3 hours of personal contact between instructor and students shall be included through: group or individual meetings; orientation and review sessions; supplemental in-person activities.
2. For on-line courses, instructor/student contact may take place in a face-to-face setting and/or through e-mail or other electronic means. Student may interact with each other through in-person study groups, electronic message boards, or other means.

METHODS OF EVALUATION:

Required submission of homework problem submission (completed accounting records for 6-months of business transaction).

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Casa Bella Decorating House, Thompson, Latest Edition, Southwestern Publishing.