

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: AOT	PREFIX NO. 239	EFFECTIVE DATE May 2010	NEXT REVIEW DATE May 2011		
TITLE: Computerized Office Accounting		CREDITS 3	CONTACTS		
			CLASS	LAB	TOTAL
			3	0	3

PREREQUISITES:

AOT 105 and ACC-111 with a "C" or better.

DESCRIPTION:

This course covers specialized accounting functions performed on a computer.

TEXTBOOK(S) OR ALTERNATIVE:

Learning QuickBooks Pro 2009, Terri E. Brunson, CPA, Prentice Hall, 2010. ISBN: 978-0-13-511040-9 (Student CD and trial version of Quickbooks bundle)

MATERIALS (specifying those to be purchased by student):

Textbook
Flash Drive

COLLATERAL READING: None

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the 2010-2012 College Catalog, "Academic Discipline and Honesty" section, p. 47.

Absences:

Twenty percent of total class hours will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

Make-up Tests:

Make-up tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the

test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it may be dropped a letter grade.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class.

Assigned Work:

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should **not** be on during class.

RESOURCES (A-V, persons, tools/equipment):

Textbook
Practice Exercises (Hands-On)

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

The course will cover the following topics at the approximate rate of one chapter per week.

Chapter 1	Get Ready For Quickbooks Pro 2009
Chapter 2	Quickbooks Basics
Chapter 3	General Journal Transactions And Reports
Chapter 4	Customer Activities For A Service Based Business
Chapter 5	Vendor Activities For A Service Based Business
Chapter 6	Payroll Activities For A Service Based Business
Chapter 7	Close The Accounting Period For A Service Based Business
Project 1	Comprehensive Exam For A Service Based Business
Chapter 8	Customer Activities For A Merchandising Business

Chapter 9	Vendor Activities For A Merchandising Business
Chapter 10	Payroll Activities For A Merchandising Business
Chapter 11	Close The Accounting Period For A Merchandising Business
Project 2	Comprehensive Exam For A Merchandising Business Simulation 3
Chapter 12	Create A New Company
Appendix A	Installing Quickbooks Pro 2009
Appendix B	Correcting Transactions
Appendix C	Backing Up And Restoring Data Files
Appendix D	IRS Circular E Tax Tables
Appendix E	Solutions For You Try Exercises

OBJECTIVES OF COURSE:

Upon completion of this course, the student should have an understanding of the accounting software, QuickBooks. Specifically, students should learn to use a cycle-based approach to illustrate accounting activities for service based and merchandising businesses. The student should also be able to create a merchandising business from scratch and record a month of transactions for the business.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lecture/discussion
Procedures/Applications

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Evaluation will be based on the following:

Chapter/Unit Test40%
Class/Homework Assignments.....	40%
Project 1 & 2.....	20%

GRADING SCALE:

The following grading scale will be observed.

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
0 - 69	= F