COURSE SYLLABUS

COURSE INFORMATION

Course Title: Computerized Accounting Applications
Course: ACNT 1313
Course Section: 41446 and 91401 combined
Classroom: eCampus
Course Days: SMTWRFS
Course Prerequisites:
- Students must be concurrently enrolled or have successfully completed coursework in ACCT 2301 or approval by the instructor.
- It is recommended to complete ACCT2302 to better comprehend project content
Course Starts: November 23, 2015
Certification Date: November 25, 2015
Drop Date: December 12, 2015
Course Ends: December 17, 2015
Holidays/Campus Closed: November 26th and 27th
Technology Requirements: Computer, Internet (Mozilla Firefox), Word, Excel, PowerPoint
System Requirements: Run diagnostic test in eCampus & Connect for capability

INSTRUCTOR INFORMATION

Instructor: Professor Brown
Office: L319
Phone: (972) 860-7095
Email: reginabrown@dcccd.edu
Office Hours: Posted in eCampus

DIVISION INFORMATION

Career Technologies Division
Location: T143
Phone: (972) 860-7143
Program Information: http://www.eastfieldcollege.edu/sshs/Acct/index.asp

COURSE DESCRIPTION

A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or accounting database package/program.
STUDENT LEARNING OUTCOMES (SLO’s)
Upon successful completion of Accounting 1313, the student should be able to:

- Utilize spreadsheet (Excel) and/or database software for accounting and management applications
- Complete a comprehensive project

COURSE RUBRIC

<table>
<thead>
<tr>
<th>Course Rubric</th>
<th>(1) Unsatisfactory</th>
<th>(2) Satisfactory</th>
<th>(3) Competent</th>
<th>(4) Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize spreadsheet and/or database software for accounting and management applications</td>
<td>Student does not demonstrate working knowledge of how to utilize spreadsheet and/or database software for accounting and management applications</td>
<td>Student demonstrates some working knowledge of how to utilize spreadsheet and/or database software for accounting and management applications</td>
<td>Student demonstrates competence of how to utilize spreadsheet and/or database software for accounting and management applications</td>
<td>Student demonstrates excellence in how to utilize spreadsheet and/or database software for accounting and management applications</td>
</tr>
<tr>
<td>Complete a comprehensive project</td>
<td>Student does not demonstrate ability to complete a comprehensive project.</td>
<td>Student demonstrates some ability to complete a comprehensive project.</td>
<td>Student demonstrates competence in how to complete a comprehensive project.</td>
<td>Student demonstrates excellence in how to complete a comprehensive project.</td>
</tr>
</tbody>
</table>
COURSE OBJECTIVES

These performance objectives are directly related to the student learning outcomes (SLOs). During the course you will do the following:

- Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.
- Understand and be able to apply Excel skills to reinforce principles of accounting concepts.
- Strengthen Excel and critical thinking skills.
- Develop the skills necessary to prepare accounting reports for service and merchandising businesses.
- Prepare financial statements and complete financial statement analysis.
- Complete accounting projects that require designing service and merchandising businesses.
- Understand and complete accounting transactions and financial statements from prepared projects.
- Apply fundamental accounting concepts to real-world problems, aided by the use of a worksheet.
- Analyze and format financial reports, which can be used to make sound business decisions.

<table>
<thead>
<tr>
<th>EXCEL APPLICATIONS</th>
<th>ACCOUNTING APPLICATIONS IN EXCEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter relative and absolute cell formulas</td>
<td>Create &amp; Chart Vertical analysis</td>
</tr>
<tr>
<td>Perform conditional formatting</td>
<td>Create &amp; Chart Horizontal analysis</td>
</tr>
<tr>
<td>Utilize functions such as IF, SUM, ROUND, AVERAGE, MAX, WHAT-IF, etc.</td>
<td>Compute Ratio analysis</td>
</tr>
<tr>
<td>Distinguish between number formats</td>
<td>Calculate, report, &amp; chart Depreciation Expenses</td>
</tr>
<tr>
<td>Insert or delete columns and/or rows</td>
<td>Loan calculations</td>
</tr>
<tr>
<td>Freeze columns and/or rows on the screen</td>
<td>Prepare Loan Amortization schedules</td>
</tr>
<tr>
<td>Use multiple worksheets</td>
<td>Calculate Present Value analysis</td>
</tr>
<tr>
<td>Establish and change global settings</td>
<td>Predict Future Value analysis</td>
</tr>
<tr>
<td>Utilize accounting functions SLN, DDB, PMT, PV, FV, etc</td>
<td>Calculating Bond Amortization</td>
</tr>
<tr>
<td>Add headers and/or footers</td>
<td>Preparing Budgets</td>
</tr>
<tr>
<td>Protect cells or whole worksheets</td>
<td>Computing Allowance for Uncollectible Accounts</td>
</tr>
<tr>
<td>Printing and viewing formulas</td>
<td></td>
</tr>
<tr>
<td>Manually entering formulas</td>
<td></td>
</tr>
<tr>
<td>Pie &amp; Column charts</td>
<td></td>
</tr>
</tbody>
</table>
WORKPLACE & FOUNDATION COMPETENCIES

Eastfield College is committed to assisting you in obtaining the knowledge and skills that you need to succeed in today's dynamic work environment. The following workplace competencies and foundation skills have been integrated into this course.

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Manage Resources</th>
<th>Work with Information</th>
<th>Apply Systems Knowledge</th>
<th>Use Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manage Resources</td>
<td>Work with Information</td>
<td>Apply Systems Knowledge</td>
<td>Use Technology</td>
</tr>
<tr>
<td></td>
<td>C1 Time</td>
<td>C5 Acquires &amp; evaluates information</td>
<td>C15 Understands systems</td>
<td>C19 Applies technology</td>
</tr>
<tr>
<td></td>
<td>C2 Money</td>
<td>C6 Organizes &amp; maintains</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C3 Material &amp; Facilities information</td>
<td>C7 Interprets &amp; communicates information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C8 Uses computers to process information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Skills</th>
<th>Demonstrate Basic Skills</th>
<th>Demonstrate Thinking Skills</th>
<th>Exhibit Personal Qualities</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 Reading</td>
<td>F7 Creative thinking</td>
<td>F13 Responsibility</td>
<td></td>
</tr>
<tr>
<td>F2 Writing</td>
<td>F8 Decision making</td>
<td>F16 Self-management</td>
<td></td>
</tr>
<tr>
<td>F3 Arithmetic</td>
<td>F9 Problem solving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F4 Mathematics</td>
<td>F10 Seeing things in the mind’s eye</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5 Listening</td>
<td>F11 Knowing how to learn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>F12 Reasoning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WHY LEARN ACCOUNTING?

Every individual in our society is impacted either directly or indirectly by accounting information. Whether they are making personal, social or economic decisions regarding financial plans and/or business objectives, it can be assured that accounting and financial analysis falls within the decision making process.

Accounting is commonly referred to as the language of business and serves as the backbone to all business structures. Careers in accounting are practically limitless due the broad range of coverage that individuals with accounting experience can adapt. In addition, with the state of our economy and the increased presence of accounting frauds, such as the Enron and Madoff scandals, there is a need for accountants, managers, CFO's, CEO's and board of directors who have knowledge of accounting principles. This knowledge will help these individuals effectively safeguard the finances and investments of the public and investors alike.
REQUIRED COURSE MATERIALS

(A Copy of the Textbook is on reserve in the EFC library)

|-----------------|

COMPUTER ACCESS REQUIREMENTS

- eCampus (http://ecampus.dcccd.edu) - paperless online portal for course communications, announcements, syllabus, assignments, and lecture presentations
- Use the following link on the campus website to download a free full version of Microsoft Excel – http://www.ecampus.dcccd.edu/pressroom/news/free-microsoft.asp.

CLASS MATERIALS

- Calculator
- Pencils
- Erasers
- Organized Notebook – take good notes
- Textbook (Data CD included)
- Personal Computer with access to Microsoft Office: Excel, Word, PowerPoint
- USB Flash Drive (optional, but recommended for backing up of coursework)

GRADING EVALUATION & COURSE OUTLINE

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
<th>POINT VALUE</th>
<th>% OF GRADE</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ch. 1 Excel Tour – Class Cert. Assignment</td>
<td>11/25</td>
<td>400</td>
<td>40%</td>
<td>900-1000 A 90-100</td>
</tr>
<tr>
<td>• Ch. 2 Excel Basics</td>
<td>11/30</td>
<td></td>
<td></td>
<td>800-899 B 80-89</td>
</tr>
<tr>
<td>• Ch. 3 Financial Statement Analysis</td>
<td>12/3</td>
<td></td>
<td></td>
<td>700-799 C 70-79</td>
</tr>
<tr>
<td>• Ch. 4 Depreciation</td>
<td>12/6</td>
<td></td>
<td></td>
<td>600-699 D 60-69</td>
</tr>
<tr>
<td>• Ch. 5 Loan an Bond Amortization</td>
<td>12/9</td>
<td></td>
<td></td>
<td>0-599 F 0-59</td>
</tr>
<tr>
<td>• Ch. 6 Cash Budgeting</td>
<td>12/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ch. 7 Present/Future Values &amp; Allowance for Uncollectable Accounts</td>
<td>12/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-going Comprehensive Case Problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 2 – Rosey’s Roses pg. 58</td>
<td>11/30</td>
<td>600</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 3 – Rosey’s Roses pg. 84</td>
<td>12/3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 4 – Rosey’s Roses pg. 105</td>
<td>12/6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 5 – Rosey’s Roses pg. 129</td>
<td>12/9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 6 – Rosey’s Roses pg. 158</td>
<td>12/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Case Problem Ch. 7 – Rosey’s Roses pg. 183</td>
<td>12/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late work accepted through 12/17 with 50% penalty

TOTAL 1,000 100%

GRADING NOTES

Final Grades are calculated based on the total points earned by the student on assignments. Grade percentages posted in eCampus reflect the above grading chart. Any grade inflation (not to exceed 10 points) is at the discretion of the Instructor based on the student’s effort in: meeting deadlines, character, work ethics, attitude, class participation, and cooperation. The student may request an Incomplete when an unforeseen emergency prevents the student from completing the course. Approval for an incomplete is at the discretion of the Instructor with sufficient justification from the student. The student may have up to 90 days following the first day of the next regular semester to complete missing assignments, if this agreement is not completed by the due date the student will receive the grade earned. Questions regarding grades can be discussed during office hours. The instructor reserves the right to amend this syllabus as deemed necessary.
COURSE ATTENDANCE POLICY, EXPECTATIONS, & ETIQUETTE

In an effort to master the course objectives, all students are expected to:
1. Attendance is essential! Logging into eCampus and actually submitting assignments is required.
2. Complete and submit all graded projects on or before the posted due date
3. Read/respond to class discussions, emails, and announcements posted in eCampus
4. Students are expected to maintain a high level of integrity with all course assignments; practice: confidentiality & ethical behavior, and avoid: dishonesty, cheating, sharing work, or plagiarism on written assignments.
5. Students are expected to communicate in a professional manner at all times. According to your acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog.

CLASS PREPARATION ASSIGNMENTS

Required Class Certification
1. Student Understandings Assessment – Print Syllabus, READ, and take the quiz in eCampus.
2. Discussion Board Introduction
3. Ch. 1 Excel Tour – Complete eCampus Assessment

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

DISCUSSION BOARD CRITERIA

The discussion boards must be used for the purposed noted. Inappropriate discussions may be subject possible disciplinary actions as per the student code of conduct.

WARNING ABOUT STAYING ON SCHEDULE

Most students take online classes because they need or want flexibility in scheduling. As a result, all the dates in the class schedule, except the final exam date, are highly recommended dates to keep you on schedule and avoid penalty points. Penalty points are earned when work is submitted after the deadlines, as scheduled. However, you should always try to stay within a day or two of these dates to avoid getting too far behind. Accounting is not a course where you can wait until the end and do a lot of the work; there’s just too much content to cover and too much work to complete. Experience shows that students who do not stay on the schedule usually are unable to complete the course successfully.

PENALTY POINTS

- All assignments will be accepted late with a 50% penalty. NO EXCEPTIONS out of fairness.
- All assignments are due at 11:59pm on the date assigned.
TECHNICAL SUPPORT
- Consideration for **one assignment reset** without penalty **may be possible**, when you email the Instructor with a screen print of the technical problem at the time the problem occurs, email proof of your contact with Technical Support, and the incident must not occur within the last hour of the deadline.
- Be sure to run the diagnostic test on your computer for compatibility.
- **You are also responsible** for contacting **technical support** for assistance: eCampus (972) 669-6402 or [http://d2.parature.com/ics/support/](http://d2.parature.com/ics/support/)

COMMUNICATIONS & INSTRUCTOR ACCESS
- Emails should be written as if you were writing a business letter.
- All emails should be written grammatically correct using a polite and professional tone.
- **The email must include:**
  - A subject line – for example: “Question on Ch 2 Quiz ACCT23014001” **Emails that do not include a subject line will not be read.**
  - A Greeting – for example “Dear Professor Brown”
  - A Detailed message – print screen aides explanations
  - Signature - your first & last name, class & section
- If you are asking a question regarding content, be sure to include page numbers and/or print screen to reference the material.
- Discussions regarding your individual grade or issue must be discussed in the privacy of my office, during office hours noted in eCampus, by phone, or in Netmail.

ONLINE ETIQUETTE
1. If you haven’t participated in online communication, visit a few web sites that explain ”Netiquette,” such as [http://www.learnthenet.com/english/html/09netiqt.htm](http://www.learnthenet.com/english/html/09netiqt.htm).
2. Use polite, understated, good language
3. Do not type in ALL CAPS, which is perceived as shouting
4. If you disagree, do so politely
5. Think of your comments as being printed in a newspaper

CAVEAT
This syllabus is a set of guidelines for ACNT 1313 INET. The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

DCCCD Institutional Policies

OBTAINING FINAL COURSE GRADES USING ECONNECT
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.
EASTFIELD COLLEGE EMAIL POLICY
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to:
http://www.dcccd.edu/netmail/home.html

FINANCIAL AID STATEMENT FOR DISTANCE LEARNING CLASSES
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

REPEATING THIS COURSE: (THIRD ATTEMPT TO ENROLL IN A COURSE)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

ACADEMIC HONESTY STATEMENT
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

FOOD AND DRINK POLICY
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

ADA STATEMENT
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html
RELIGIOUS HOLIDAYS
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

WITHDRAWAL POLICY
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by semester’s drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

INCLEMENT WEATHER & EMERGENCY OPERATIONS
In the event of inclement weather, be sure to check your email and/or the campus website. Also, register to receive emergency alerts via text messaging and/or email. Lastly, familiarize yourself with the campus emergency operations plan.

The instructor reserves the right to amend this syllabus as necessary.