INTRODUCTION TO COMPUTERIZED ACCOUNTING
ACNT. 1313. 61430
October 22nd to December 13th 2018

Professor: Cencelia M. Pierre, CPA, MSA, MBA
Email: cpierre@dcccd.edu
Office Phone Number: 214.860.8640
Office Number: W-220
Office Hours: By Appointment Only

Meeting Days & Time: INET

Division: Career and Technical Education Programs
Office Hours: 8:00 AM CST to 5:30 PM CST (Monday, Tuesday, Wednesday and Thursday)
8:00 AM CST to 4:00 PM CST (Friday)
Office Phone: 214.860.8848
Office Location: W-210

Course Description: This course is a study of how to utilize the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. (2 Lec., 2 Lab.)

Prerequisite: Recommended ACCT 2301

Course Materials/Supplies Needed
Microsoft Excel for Accounting
ITEM: 1-59136-697-6

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Reading** – Reading at the college level means the ability to analyze and interpret a variety of printed materials—book, article, and documents.

5. **Computer Literacy** – Ability to use technology effectively to perform accounting tasks.

**PERFORMANCE OBJECTIVES**

**Excel Applications**
- Enter relative and absolute cell formulas
- Perform conditional formatting and named ranges
- Utilize functions such as IF, SUM, ROUND, AVERAGE, MAX, etc.
- Use dates in formulas
- Insert, delete, hide columns and/or rows
- Freeze columns and/or rows on the screen
- Create drop down menus, sorts, subtotals, and filters
- Use Depreciation worksheet functions SLN, DB, DDB, VBD
- Utilize accounting functions SLN, DDB, PMT, PV, FV
- Create Pivot Tables, Macros, and Scenarios
- Use AND, OR, SUMIF, PMT, VLOOKUP, MATCH, PV, FV

**Accounting Applications using Excel**
- Create pro-forma financial statements
- Create depreciation and amortization schedules
- Prepare records relating to inventory control
- Compute present and future value
- Create cash flow statements
- Prepare payroll registers
- Perform financial analysis
- Create budget reports

**Student Learning Outcomes/WECM End-of-Course Outcomes**
- Utilize an application software (Microsoft Excel) to perform accounting tasks.
- Maintain accounting records and prepare an analyze reports for a business entity.
- Complete a comprehensive Project (Final Exam).

**Workplace and Foundation Competencies**
Mountain View College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

**Workplace Competencies**
- Manage Resources
- Exhibit Interpersonal Skills
- Work with information
- Apply Systems Knowledge Skills
- Use Technology
- Exhibit Time Management Skills.

**Foundation Skills**
- Demonstrate Basic Skills
- Demonstrate Thinking Skills
- Exhibit Personal Qualities
- Demonstrate Responsibility Skills
Exams and Assignments:
There is no late acceptance for assignments, quizzes and exams. No work will be accepted after December 13, 2018. All work must be completed as specified on the Course Calendar on e-Campus/Blackboard schedule. If late work is accepted due to unusual circumstances: there will be at least 20% penalty points deducted.

Instructor Attendance Policy:
This is an online course with no classroom attendance requirement. However, although you work at your own speed; it is imperative that you do the work to stay current. This course is only for eight (8) weeks; therefore, it is imperative that you check the Announcements page each time you sign on blackboard. The due dates for all assignments will be posted on e-Campus/Blackboard. Blackboard is the Learning Management Systems for Mountain View College. The Uniform Resource Locator for Blackboard is ecampus.dcccd.edu

THE GRADING SYSTEM

Assignments:
Self-Assessments - 10 POINTS EACH Chapter: Total 100
Reinforce Your Skills – 10 POINTS EACH two (2) per Chapter: Total 200
Apply Your Skills – 10 POINTS EACH two (2) per Chapter: Total 200
Extend Your Skills – 10 POINTS EACH three (3) per Chapter: Total 300
Critical Thinking – 10 POINTS EACH one (1) per Chapter: Total 100
Quizzes (10) and Final Exam – 1,100 points

(TOTAL 2,000 POINTS)

Points may be earned by completing the assignments related to each unit. Assignments should be completed electronically on e-Lab. The link will be provided in e-Campus/Blackboard.

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<thead>
<tr>
<th>TOTAL POINTS EARNED</th>
<th>LETTER GRADE EARNED</th>
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<tbody>
<tr>
<td>1,800 – 2,000</td>
<td>A</td>
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<tr>
<td>1,600 – 1,799</td>
<td>B</td>
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<tr>
<td>1,400 – 1,599</td>
<td>C</td>
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<tr>
<td>1,200 – 1,399</td>
<td>D</td>
</tr>
<tr>
<td>0 – 1,199</td>
<td>F</td>
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If you are having trouble submitting the assignment, please contact Tech Support for e-Lab. If they are not providing the help you need please email me through Blackboard ONLY. Use appropriate business communication when you email.

EXCEL MICROSOFT SPECIALIST EXAM
I would encourage any student who masters the concepts in this class to take the MOS exam for Excel. I will provide more details later in the course.

Electronic Devices:
It is your responsibility to have access to the Internet. The college does not purchase Internet access for you to complete your work off campus. It is best to have a high-speed Internet such as DSL, Cable or Fiber Optics. A dial up Internet connection will not be enough for the course.
Certification Procedures:
The certification date for this course is October 27th, 2018. To be certified you must be registered on e-Lab and have the first homework assignment – Reinforce your Skills EA1-R1 completed.

The withdraw date for this class is November 30th, 2018. You must initiate and complete the withdrawal of the course. I cannot withdraw you from the course.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/.... for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Honesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).

<table>
<thead>
<tr>
<th>Institutional Policies</th>
<th>Mountain View College Syllabi Information</th>
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<tbody>
<tr>
<td>Stop Before You Drop 6Drop</td>
<td>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: <a href="https://econnect.dcccd.edu/eConnect/droppingfacts.html">https://econnect.dcccd.edu/eConnect/droppingfacts.html</a></td>
</tr>
<tr>
<td>Withdraw Policy</td>
<td>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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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.</td>
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**Repeating 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. This class may not be repeated for the third or subsequent time without paying the additional tuition.

Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx