Bossier Parish Community College
Syllabus

Course Prefix and Number: ACCT 212  Credit Hours: 3

Course Title: Computerized Accounting

Course Prerequisites: ACCT 205


Course Description: An integration of accounting principles and methods with modern computer software. Simulation emphasizes a hands-on approach to setting up an accounting system, completing an accounting cycle, accounting for payroll, and analyzing financial statements.

Learning Outcomes: At the end of this course, the student will

A. Demonstrate knowledge of terminology and operations of a computerized accounting system;
B. Record common business transactions (or portions thereof) for a small business using accounting software or demonstrate a knowledge thereof; and
C. Setup the accounting operations for a small business in accounting software.

To achieve the learning outcomes, the student will

(5) The letter designations at the end of each statement refer to the learning outcome(s.)
1. Complete a orientation of QuickBooks which includes installation, navigation, and operation of the software (A);
2. Identify and/or process vendor transactions by entering bills, paying bills, and writing checks for a business (B);
3. Identify and/or process customer transactions by creating invoices, receiving deposits, entering cash sales, and making deposits (B);
4. Identify and/or process the period-end procedures of an accounting cycle, including preparing and entering general journal entries (B);
5. Identify and/or process inventory transactions by receiving items, selling items, recording sales discounts, and adjusting quantities on hand (B);
6. Identify how to setup and/or process employee payroll transactions (B);
7. Identify and/or process banking transactions by transferring funds, reconciling accounts, and entering credit card charges (B);
8. Create a new company in QuickBooks (C);
9. Modify and/or edit information for an existing company (C)
Course Requirements:
1. Students are expected to attend class regularly. When a student has accumulated a total of two weeks of unexcused absences, the instructor may suspend the student.
2. The course will include at least three multiple choice (and/or true/false) tests and two case problems.

Course Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
</tr>
</tbody>
</table>

Attendance Policy: The college attendance policy is available at [http://www.bpcc.edu/catalog/current/academicpolicies.html](http://www.bpcc.edu/catalog/current/academicpolicies.html)

Course Fees:
This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

Nondiscrimination Statement
Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator
Sarah Culpepper, Manager
Career Services, F-246
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Email: sculpepper@bpcc.edu
Hours: 8:00 a.m.–4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.–4:30 p.m. Monday - Friday, excluding holidays and weekends.