**Syllabus for Section O01C of ACC 215 (Computerized Accounting)**

**Course Information**

**Course**: ACC 215: Computerized Accounting (Section O01C, Course # 52884).
**Professor**: Dr. Michael Bryan (mbryan@tcc.edu, 822-1073, [http://www.tcc.edu/faculty/webpages/MBryan/](%20http%3A//www.tcc.edu/faculty/webpages/MBryan/%20)).
**Textbook**: “Computer Accounting with Peachtree by Sage Complete Accounting 2010” by Carol Yacht (14th edition, 2011, ISBN 978-0-07-740874-9).
**Instructor’s** **Summary**: This is a **hands-on, practical course** on computerized accounting using Peachtree accounting software. Peachtree, which is similar to QuickBooks, is a program that facilitates transaction recording, posting to ledgers, writing checks, preparing invoices, performing reconciliation and preparing the company financial statements. A full-version of the Peachtree software is included with the textbook, and students are required to utilize it as they progress throughout the textbook. **The goal of the course is to enable students to develop speed and accuracy in working with the Peachtree software to analyze, process and report accounting information.** Students will learn how to set up a company, prepare invoices, purchase orders, reconcile bank and credit card accounts, write checks, do online banking, memorize transactions, prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Students will feel capable of doing computerized accounting work, not only for other companies, but also may entertain the idea of starting their own bookkeeping practice. **Those who successfully complete the course will possess the fundamental skills needed to manage an accounting system that uses most any type of accounting software.** Before enrolling in the course, students should have already successfully completed ACC 211: Principles of Accounting I. Keep in mind, the **level of accounting knowledge and previous experience with computers can impact how quickly an individual can learn the software**. Regardless of the format of this course (e.g., hybrid, online, traditional), **my courses are designed to be somewhat self-paced so that students can learn as quickly as possible without being bored or wasting time.**
**Required** **Activities**: Post a reply to the Introduction discussion board in week #1; read chapters 1-10 and the project contained in the textbook; complete the online tests for chapters 1-10 and the project which are provided in Blackboard; complete my online student feedback survey.

**Class Schedule**

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| **Week** | **Dates** | **Assignment** |
| 1 | Aug 19-20 | **Post reply to Introduction discussion board by Friday Aug 20 at 8PM.** |
| 2 | Aug 23-27 | Nothing due. Read and complete chapters 1 and 2 in the textbook. **NOTE**: Aug 26 is last day to add or change for a 16-week course. |
| 3 | Aug 30-Sept 3 | Nothing due. Read and complete chapters 1 and 2 in the textbook. |
| 4 | Sept 6-10 | **Complete online tests for chapters 1 and 2 by Friday Sept 10 at 5PM.** **NOTE**: College closed on Labor Day (Sept 6). Sept 7 is last day to drop for tuition refund. |
| 5 | Sept 13-17 | Nothing due. Read and complete chapters 3, 4 and 5 in the textbook. |
| 6 | Sept 20-24 | Nothing due. Read and complete chapters 3, 4 and 5 in the textbook. |
| 7 | Sept 27-Oct 1 | **Complete online tests for chapters 3, 4 and 5 by Friday Oct 1 at 5PM.**  |
| 8 | Oct 4-8 | Nothing due. Continue work on planning/doing your field experience. |
| 9 | Oct 11-15 | Nothing due. Read and complete chapters 6, 7 and 8 in the textbook. |
| 10 | Oct 18-22 | Nothing due. Read and complete chapters 6, 7 and 8 in the textbook. |
| 11 | Oct 25-29 | **Complete online tests for chapters 6, 7 and 8 by Friday Oct 29 at 5PM.** **NOTE**: Oct 28 is last day to withdraw without academic penalty. |
| 12 | Nov 1-5 | Nothing due. Read and complete chapters 9 and 10 in the textbook. |
| 13 | Nov 8-12 | Nothing due. Read and complete chapters 9 and 10 in the textbook. |
| 14 | Nov 15-19 | **Complete online tests for chapters 9 and 10 by Friday Nov 19 at 5PM.**  |
| 15 | Nov 22-26 | Nothing due. Read and complete project #1 in the textbook.**NOTE**: College closed for Thanksgiving Break (Nov 25-26). |
| 16 | Nov 29-Dec 3 | **Complete online test for project #1 by Tuesday Nov 30 at 5PM.****Complete my online feedback survey to share your thoughts about my course.****NOTE**: Dec 6 is last day of instruction and Dec 7-13 are final exam days. |

**Assessments and Grading**

The online test for each chapter contains 10 questions. Each question is worth 1 point, totaling 100 for the course. 90 or more points = A; 80-89 points = B; 70-79 points = C; 60-69 points = D; 59 or fewer points = F. The online test for the project contains 10 questions which will be counted as extra credit. For example, if a student accumulated 85 points through chapters 1-10, his/her grade can be improved from a B to an A if he/she answers correctly at least 5 questions on the project.

Students are encouraged to complete the online tests **PRIOR** to the due date. **Tests completed after the due date will not be accepted and awarded no credit.** The self-paced nature of the class allows more advanced learners to continue their studies beyond the first 10 chapters. Students with the ability and ambition will find Part 4 (chapters 15-18) to be highly rewarding.