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

**Course Information**

**Course** : ACC 215: Computerized Accounting (Section O01C, Course #22523).

**Professor**: Dr. Michael Bryan (mbryan@tcc.edu, 822-1073, [http://www.tcc.edu/faculty/webpages/MBryan/](http://learn.vccs.edu/webapps/blackboard/content/%20http%3A/www.tcc.edu/faculty/webpages/MBryan/%20)).

**Textbook**: "Computer Accounting with Peachtree by Sage Complete Accounting 2010" by Carol Yacht (14 th 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 **l** **evel 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.

**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 1 (Susan Watson, Accounting) contains 12 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 (Project 1 is on pages 415-423).

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 the remaining chapters to be highly rewarding, particularly Part 4 (chapters 15-18).

**Schedule**

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| **Week** | **Dates** | **Assignment** |
| 1 | Jan 10-14 | **Post reply to Introduction discussion board by Friday Jan 14 at 8PM.** |
| 2 | Jan 17-21 | Nothing due. Read and complete chapters 1 and 2 in the textbook. **NOTE**: Jan 18 is last day to add or change for a 16-week course. College closed on Jan 17 (MLK Jr). |
| 3 | Jan 24-28 | Nothing due. Read and complete chapters 1 and 2 in the textbook.**NOTE**: Jan 27 is last day to drop for tuition refund. |
| 4 | Jan 31-Feb 4 | **Complete online tests for chapters 1 and 2 by Friday Feb 4 at 5PM.** |
| 5 | Feb 7-11 | Nothing due. Read and complete chapters 3, 4 and 5 in the textbook. |
| 6 | Feb 14-18 | Nothing due. Read and complete chapters 3, 4 and 5 in the textbook. |
| 7 | Feb 21-25 | **Complete online tests for chapters 3, 4 and 5 by Friday Feb 25 at 5PM.**  |
| 8 | Feb 28-Mar 4 | Nothing due. Read and complete chapters 6, 7 and 8 in the textbook. |
| 9 | Mar 7-11 | **NOTE**: Spring Break (March 7-12). |
| 10 | Mar 14-18 | Nothing due. Read and complete chapters 6, 7 and 8 in the textbook. |
| 11 | Mar 21-25 | **Complete online tests for chapters 6, 7 and 8 by Friday Mar 25 at 5PM.** **NOTE**: Mar 22 is last day to withdraw without academic penalty. |
| 12 | Mar 28-Apr 1 | Nothing due. Read and complete chapters 9 and 10 in the textbook. |
| 13 | Apr 4-8 | Nothing due. Read and complete chapters 9 and 10 in the textbook. |
| 14 | Apr 11-15 | **Complete online tests for chapters 9 and 10 by Friday Apr 15 at 5PM.**  |
| 15 | Apr 18-22 | Nothing due. Read and complete project #1 in the textbook. |
| 16 | Apr 25-29 | **Complete online test for Project #1 by Tuesday Apr 26 at 5PM. This is OPTIONAL (Extra-Credit). Project 1 (Susan Watson, Accounting) is on pages 415-423.****Complete my online feedback survey to share your thoughts about my course.****NOTE**: May 2 is last day of instruction and May 3-9 are final exam days. Graduation is May 13. |