

Three Rivers Community College
Accounting Computer Applications I (ACC125) – 3 Credits
Professor Matthew P. Hightower, CPA
Phone: (860) 383-5275
Email: Use WebCT Vista Internal Mail System
Office Hours: T/R 2:30-4:00

Prerequisite

Principles of Accounting I (ACC111)

Course Description

This course is designed to teach accounting students about computerized integrated accounting and accounting spreadsheet applications using a standard Windows interface. Students will learn to operate the software by entering realistic accounting transactions for a variety of business applications and by generating financial statements, spreadsheets, and other management information reports. The techniques and terminology learned can be applied to other Window-based software packages.

Instructional Methodology

The primary method of instruction is interaction with the computer using a tutorial text. In addition, instructional interaction will occur via WebCT Vista communication tools.

Required Materials

Textbook: Computer Accounting with Peachtree Complete® 2006 (Release 13.0) for Microsoft® Windows®, 10th Edition, Yacht, McGraw-Hill Irwin
Backup Media: Jump Drive (Minimum 1G), CD Rom, etc.
Binder: 2 ½" Ring Binder

Grading and Overall Evaluation

The grading policy is as stated in the Manual of Policy and Procedures on Grades and Quality Points. The final grade will be based on your portfolio evaluation as follows:

- A = Portfolio Completed (Minor Exceptions <=2)
- A- = Portfolio Completed (Few Exceptions <=4)
- B = Portfolio Completed (Some Exceptions <=6)
- C = Portfolio Completed (Many Exceptions <=8)
- D = Portfolio Incomplete (Numerous Exceptions >8)
- F = Portfolio Severely Deficient

Note: A disorganized portfolio will negatively affect your grade!

Attendance Policy

You are expected to keep up with your work. Expect to be reminded of the same if it appears you are not keeping up with your work. No classroom attendance is required, but communication through email and the discussion board is recommended.

Portfolio

All students are required to maintain a portfolio of assignments. You are required to maintain your completed assignments in the three-ring binder (see “Required Materials” above). Each chapter should be indexed with dividers labeled accordingly.

Assignments

All assignments are listed on a chapter basis under “Assignments” on the course main page.

You are required to print all materials that the text requires to be printed (the text is very explicit in this regard). You must organize these materials and keep them in your portfolio (see “Portfolio” above).

You must complete all Web activities in each chapter and the “Going to the Net” activities at the end of each chapter. For best results go to www.mhhe.com/yacht2006; select “Student Edition” on left; choose chapter; select “Going to the Net”. This way you will be assured of the most current links.

In addition, you must print all materials required by the assigned exercises at the end of each chapter.

Withdrawal Policy

A student who finds it necessary to discontinue a course must complete a “Withdrawal Request Form”. Students may withdraw from class without the instructor’s signature through the tenth week of class. The signature of the instructor or advisor is required from the eleventh week until the thirteenth week. Students who do not withdraw, but stop attending will be assigned an “F” signifying a failing grade. The Registrar handles withdrawals.

Disabilities Statement

If you have a hidden or visible disability that requires instructional modifications please contact Student Services as soon as possible.

Academic Integrity

Conduct that has as its intent to effect the false representation of a student’s academic performance, and/or knowingly and intentionally assisting another student to do so in any way, constitutes academic dishonesty. In the event of this, I reserve the right to award an “F” for the course to one or both individuals.

Other Provisions

Any items not addressed in this syllabus will be handled according to the College’s policies. These can be reviewed in the catalog. To see the online version of the catalog log onto the Three Rivers website at www.trcc.commnet.edu/Gen_Info/Catalog/catalog.htm.

Course Revisions

This syllabus has been prepared as accurately as possible; however, it is subject to revision at my discretion. Each student is responsible for staying informed of all assignments, requirements, and revisions if any should occur.