

Three Rivers Community College
Accounting Computer Applications I (ACC125) – 3 Credits
Professor Matthew P. Hightower, CPA MBA RFC
Phone: (860) 383-5275
Email: mhightower@trcc.commnet.edu
Office: Room C 112

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 2009 for Microsoft® Windows®, 13th Edition, Yacht, McGraw-Hill
Binder: 1" Ring Binder

Suggested Materials

Backup Media: Jump Drive (1G Minimum), CD Rom, Etc. (You can back up to your hard drive; however, if your computer crashes you will lose all your work.) The risk is up to you!

Grading and Overall

See "Assignments" icon on course site home page.

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. Communications through WebCT Vista is recommended.

Portfolio

All students are required to maintain a portfolio of your completed projects in the three-ring binder (see "Required Materials" above). Each project must be indexed with dividers labeled accordingly. The presentation of your portfolio will affect your grade!

Assignments

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

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 13th week of class. After the 13th week, withdrawal is not possible. 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 dishonest. 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.

Course Revisions

This syllabus had 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.