

OAKTON COMMUNITY COLLEGE
GENERIC COURSE SYLLABUS

I.	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Name</u>	<u>Credit</u>	<u>Lecture</u>	<u>Lab</u>
	ACC	176	Accounting with Peachtree II	1	1	0

Fee :\$10

Prerequisite:

Recommended: ACC 175 or previous experience with Peachtree.

III. Course (Catalog) Description:

Course provides intermediate applications of Peachtree software. Topics include inventory management, time tracking, budgeting, job costing, bank reconciliations, budgeting, report customization, and importing/exporting files.

IV. Learning Objectives:

Students will learn the basic procedures and menus relating to the following topics:

- A. Inventory
- B. Time & Billing
- C. Customizing Forms & Reports
- D. Importing & Exporting Files
- E. Budgets
- F. Job Costing
- G. Bank Reconciliation

V. Academic Integrity:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,
- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

- VI. Outline of Topics:
 -- In Example --
 A. Inventory
 B. Time Tracking/Job Costing
 C. Customizing Forms & Reports
 D. Importing & Exporting Files
 E. Budgets
 F. Bank Reconciliation

- VII. Methods of Instruction:
 A. Lecture and discussion.
 B. Demonstration
 C. Hands on practice at computer.
 D. Case discussion

- VIII. Course Practices Required:
 Reading.....Text and analysis of accounting transactions.
 Mathematics.....Simple Arithmetic
 Computer Use....Data input and printing reports
 Other.....Preparation of input records

- IX. Instructional Materials:
 ---In Example--
 Text: Computer Accounting with Peachtree Complete 2005 for Microsoft Windows,
 Release 10.0*
 By Carol Yacht, McGraw-Hill Irwin Publishing Co.

**Please consult with your individual instructor before purchasing any textbook as price and editions may change after this posting.*

- X. Method of Evaluating Student Progress:
 --In Example--
- | | | | | |
|-----------|-------------------|----------|---------------------|-----|
| Grading - | A = 90 - 100% | Points - | Attendance | 100 |
| | B = 80 - 89% | | Exercises | 200 |
| | C = 70 - 79% | | Class Participation | 100 |
| | D = 60 - 69% | | Chapter Questions | 100 |
| | F = 59% and below | | Final Exam | 200 |
- (Total possible points will be 700 as per above breakdown.)

- XI. Other Course Information:
 If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Effective beginning term Spring 2008 ending term _____
 (term year) (term year)

Syllabus prepared by: Jay Cohen Date: 1/10/08

Reviewed by Dept/Program chair: Jay Cohen Date: 1/10/08

Approved by Dean: Bradley P. Wooten Date: January 2008