

**OAKTON COMMUNITY COLLEGE
 COURSE SYLLABUS
 ACC 176 0C1 Accounting with Peachtree II - Online
 Fall 2011**

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

II. Prerequisite:

Recommended: ACC 175 or previous experience with Peachtree.

III. Course (Catalog) Description:

Course provides intermediate applications of Peachtree software. Content includes 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. Time & Billing
- B. Completing Quarterly Activities & Closing Fiscal Year.
- C. Customizing Forms
- D. Import/Export
- E. Using Peachtree Accounting with Excel & Word
- F. Write Letters, Use Templates & Peachtree Online
- G. Account Reconciliation
- H. Four Special Projects

Students will also learn to consider options in the area of computer ethics.

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:

See Course Content icon on Course Homepage in D2L and Internet Class Weekly Schedule & Course Syllabus on Instructor's Home Page for the topics being covered in this course.

VII. Methods of Instruction:

- A. Discussion threads.
- B. Chapter specific questions & exercises.
- C. Hands on practice at computer.
- D. Comprehensive final examination.

VIII. Course Practices Required:

- A. Read the assigned chapters in the textbook.
- B. Review the course content in D2L
- C. Complete each chapter's matching quiz in D2L.
- D. The INTERNET ACTIVITY in each chapter is for your benefit only. It is not to be submitted to instructor.
- E. Peachtree reports are to be copied to Excel and uploaded to instructor as per Course Instructions in D2L.
- F. Take the final examination on-line.
- G. Use a flash drive or CD disk for backup.

IX. Instructional Materials:

Computer Accounting with Peachtree by Sage Complete Accounting 2011 by Carol Yacht, McGraw-Hill Irwin Publishing Co. 15th Edition.

ISBN 0-07-811098-X or ISBN 978-0-07-811098-6 Either ISBN is correct.

X. Method of Evaluating Student Progress:

Grading - A = 90 - 100%	Points – End of Chapter Questions	20%
B = 80 - 89%	End of Chapter Exercises	30%
C = 70 - 79%	Final Exam	50%
D = 60 - 69%		
F = 59% and below		

(Total possible points will be 100% as per above breakdown.)

A. Test Grade:

The practice quizzes in multiple choice and true or false format are available from the publisher's website: www.mhhe.com/yacht2011. You do not need a code to access the practice quizzes. The practice quizzes will not be graded but they could help you with your quiz grade in D2L. Please contact me if you have any problem or question about the practice quizzes.

B. Homework:

Homework will be due the week after it is assigned.

XI. Other Course Information

Class requires student to take responsibility for obtaining instructional materials, completing course work, participating in discussion threads, and taking the examinations. Student should contact the instructor via email or class website regarding any problems meeting course requirements.

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.

XII. Incomplete Grades & Late Assignments

Regular Attendance is required. The grade “incomplete” will be given only at the request of the student. A student must have completed at least 60% of the required course work before an incomplete request will be considered. It is the student's responsibility to initiate requests for an incomplete and to follow through with the procedures to remove the *Incomplete* grade.

All assignments and examinations must be turned in by the last week of class. If not, see Incomplete Grades above. Make up examinations will be given only by prior arrangement. Late or missed assignments will be penalized.

XIII. Other Information:

Do not wait until you are in trouble to get help. Take advantage of the various support services offered by the College, such as free tutoring, audio visual learning materials, the learning lab, etc.