

## Business 53 Computerized Accounting (1unit) Distance Learning

Prerequisite: Bus Adm. 1A or Bus. 52A-Knowledge of principles of accounting is required.

Advisory: Eligibility for English 1A

Instructor: Joe Thompson  
Office: Gym offices  
Hours: Mon – Thr. 12-1, and Tue 2-3  
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Catalog Description: This course covers Accounting practices on the microcomputer. The student will develop skills in the use of computerized accounting systems and will interact with computer output for decision-making purposes.

### Course Objectives:

1. Develop an understanding of the use of the computer in modern accounting systems.
2. Develop the ability to input accounting information in a computerized system.
3. Develop the ability to analyze and make business decisions from computer generated output.
4. Increase students' marketability in the field of bookkeeping and accounting.

### Required Materials:

1. Klooster and Allen, Integrated Accounting for Windows, 5th ed.  
The text may be purchased at the TC Book Store or any other source.
2. Other resources available:
  - A. The instructor is available during office hours and by appointment.  
Students with access to email or telephone may contact the instructor at the address and phone number listed above.
  - \_\_\_ B. You should expect to spend at least 3 to 4 hours a week mastering this material.

### Attendance Policy:

The format of the class allows complete student control of their work schedule within the confines of deadlines established by the course calendar.

All work should be completed and turned in by the due dates set up in the calendar.

Students may be dropped from the class if they are not making "continuing progress" in the class. "Continuing Progress" is defined as turning in work as scheduled. Work on this class every week. Continuous work is necessary for success!

## Grade Policy:

Grades are earned according to the percentage of total points accumulated from the assignments. Letter grades will be assigned according to the following:

A-85%
B-75%
C-65%
D-55%
F-Below 55%

## Schedule:

The calendar is intended as a suggested pace for covering the material which parallels the traditional classroom course. Students are only bound by the deadlines set by the class calendar. All assignments must be completed by the deadline dates, but may be turned in early.

## CALENDAR

**Note:** Do each chapter sample problems before completing the Chapter Student Exercises. Also omit all spreadsheet and word processing activities from all chapters.

- Feb 8 Orientation, Read Chapter 1, complete sample problem 1-S
- Feb.14 Chapter 1 Student Exercise Due
- Feb.22 Problem 1-A/ Audit Questions 1A Due
- Feb.29 Chapter 2 Student Exercise, Problem 2A Post Closing Trial Balance (printed out) and Audit Questions 2A Due
- Mar.7 Chapter 3 Student Exercise, Problem 3A Balance Sheet (printed out) and Audit Questions 3A Due
- Mar.14 Chapter 4 Student Exercise, Problem 4A Balance Sheet (printed out) and Audit Questions 4A Due
- Mar.28 Chapter 5 Student Exercise, Problem 5A Inventory list (printed out) and Audit Question 5A Due
- AP. 4 Chapter 6 Student Exercise, 6A Acct. Rec. Ledger (printed out) and Audit Questions 6A Due
- Ap. 11 Chapter 7 Student Exercise, Problem 7A Balance Sheet (printed out) and Audit Question 7A Due
- Apr.18 Chapter 8 Student Exercise, Problem 8A Quarterly Report (printed out) and Audit

Questions 8A Due

- Apr.25 Chapter 9 Student Exercise, Problem 9A Balance Sheet (printed out) and Audit Questions 9A Due
- May 2 Chapter 10 Student Exercise, Problem 10A Balance Sheet Horizontal Analysis (printed out) and Audit Question 10A Due
- May 9 Chapter 11 Student Exercise, Problem 11A Income Statement (printed out) and Audit Questions 11A Due
- May 20 Chapter 12 student Exercise, Problem 12A Trial Balance (printed out) and Audit Questions 12A Due