

TECH COMPUTERIZED ACCOUNTING #2333 SYLLABUS

Instructor: Veronica Studards
Office Hours: MW-9:30-11:00
12:30-2:00
TH—11:00-1:00
Class Meets: TH 8:10-9:30
Course Number: BUS 2153
Prerequisites: Tech Accounting 1123
Course Title: TECH COMPUTERIZED ACCOUNTING
Credit Hours: 3

Course Description: This course is designed to teach the students the use of an integrated accounting system. At the completion of this course, the students will be able to enter data in to debit and credit parts using the integrated accounting procedure, produce financial statements, enter payroll data, inventory data and all accounting procedures using an integrated accounting program.

Course Text: INTEGRATED ACCOUNTING FOR WINDOWS 8TH EDITION

Course Objectives: This course is designed to teach the students the use of an integrated accounting system. At the completion of this course, the students will be able to enter data in to debit and credit parts using the integrated accounting procedure, produce financial statements, enter payroll data, inventory data and all accounting procedures using an integrated accounting program.

STUDENT LEARNING OUTCOMES:

Upon completion of this course the student should know and be able to:

1. Enter data into Debit and Credit parts
2. Produce financial statements
3. Enter payroll data
4. Enter inventory data
5. Produce any financial statement in a sole proprietorship, partnership, corporation

Evaluation: Student grades are calculated according to the following scale:

Audit tests—75%

Final Exam—25%

Grading Scale:	Percent	Grade	Quality
Points	100% - 90%	A	4
	89% - 80%	B	3
	79% - 70%	C	2
	69% - 60%	D	1
	59% - Below	F	0
	Withdrawal	W	W's & I's are
	Incomplete	I	disregarded
			when calculating
			grade point averages.

Students with Disabilities:

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Student Services at 870-222-5360 or Fax 870-222-1105.

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

Absences: The only excused absences consist of being called for jury duty or being officially summoned to appear in court.

Disruptive behavior: College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the school for conduct or personal habits, which are not in the best interest of the student, fellow students, or the instructor.

Cell Phones: Cell phones are to be turned off when entering the classroom. If a student leaves the classroom for a phone call during class time, the student will not be allowed to return to the class for that period. Leaving the classroom is considered disorderly conduct and disruptive behavior and will not be tolerated. During testing, cell phones must be turned off and not visible to the student or instructor. A student using a phone during testing will receive a zero on that test.

No make-up test will be given. A missed test will be awarded a "0" and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.

Academic dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production

of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.

3. **Duplicity:** Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. **Plagiarism:** Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will receive an "F" in the course.

**Holidays: JANUARY 16—MARTIN LUTHER KING
 MARCH 19-23—SPRING BREAK**

TECH COMPUTERIZED ACCOUNTING ASSIGNMENTS AND TEST SCHEDULE

Each student is to complete all of the assignments listed below. This course is designed for individual progress to be made. Students must pace themselves to complete all of the assignments by the end of the semester. Students are responsible for reading the material prior to entering the classroom. This course is "production based", so time is of the essence. Being prepared to produce should be the goal of each student enrolled in this class. The final grade will be as follows:

Audit tests—75%
Final Exam—25%

The following is a tentative schedule of assignments and tests which can/may be changed at the discretion of the instructor.

JAN 11-13

Chapter 1—Introduction
Problem 1S—Page 30-34
Problem 1A—Page 39-41
Problem 1B—Page 43-45
Chapter 2--Accounting Cycle--Service Business
SAMPLE PROBLEM Page 66-79 (step 1-25)
Problem 2A—Page 85-90 (step 1-28)
AUDIT TEST 2A—Page 89
Problems 2B—Page 91-94 (step 1-28)
Audit Test—page 95

JANUARY 16, 2012—MARTIN LUTHER KING

JAN. 16-20

Chapter 3--Merchandising Business
SAMPLE PROBLEM—SKIP STEP 9 AND STEP 10
Problem 3A—SKIP STEP 9 AND STEP 10
Audit Test 3A
Problem 3B—SKIP STEP 9 AND STEP 10
Audit Test 3B

JAN 23-27

Chapter 4--Voucher System & Budgeting
SAMPLE PROBLEM
Problem 4A
AUDIT TEST 4A
Problem 4B
Audit Test

JAN 30-FEB 3

Comprehensive Problem 1--June
June Audit Test
Comprehensive Problem 1--July
Audit test
Chapter 5--Inventory
SAMPLE PROBLEM
Problem 5A
AUDIT TEST 5A

FEB 6-10
Problem 5B
Audit Test
Chapter 6--Sales Order Processing & Inventory Control
SAMPLE PROBLEM
Problem 6A
AUDIT TEST 6A
Problem 6B
Audit Test

FEB 13-17
Chapter 7--Fixed Assets
SAMPLE PROBLEM
Problem 7A
AUDIT TEST 7A
Problem 7B
Audit Test
Chapter 8--Payroll

FEB 20-24
SAMPLE PROBLEM
Problem 8A
AUDIT TEST 8A
Problem 8B
Audit test

FEB 27-MAR 2
Chapter 9--Partnerships, Corporations, & Budgeting
Problem 9A
AUDIT TEST 9A
Problem 9B
AUDIT TEST 9B

MAR 5-9
Comprehensive Problem 2
Audit Test
Chapter 10--Financial Statement Analysis

MAR 12-16
SAMPLE PROBLEM
Problem 10A
AUDIT TEST 10A
SPRING 2012

Problem 10B

Audit Test

MARCH 19-23—SPRING BREAK

MAR 26-30

Chapter 11--Departmentalized Accounting

SAMPLE PROBLEM

Problem 11A

AUDIT TEST 11A

APR 2-6

Problem 11B

Audit Test

Comprehensive Problem 3--NOVEMBER & DECEMBER

Audit Test

APR 9-13

CHAPTER 12—ACCOUNTING SYSTEM SETUP

SAMPLE PROBLEM

APR 16-20

12-A

12-B

APR 23-MAY 1

COMPLETE ALL PROBLEMS

ORGANIZE ALL SAMPLE PROBLEMS IN YOUR FOLDER

MAY 2-8—FINAL EXAMS

WRITTEN FINAL EXAM—MULTIPLE CHOICE,

TRUE/FALSE

TUESDAY, MAY 8 FROM 8 00-10:00 A.M.

UAM College of Technology - McGehee
Syllabus Agreement
Tech Computerized Accounting

January 2012

I, _____ do enter into an agreement with the Instructor of the course listed below.

PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/studards>) a copy of the syllabus for the course:
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- **MAKE UP TEST**
No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on Tuesday, May 8, at 8:00-10:00.

Student's signature

Date