



**North Central State College**  
**MASTER SYLLABUS**  
**2020-2021**

- A. Academic Division: Business, Industry and Technology
- B. Discipline: Accounting
- C. Course Number and Title: ACCT1052 Computerized Accounting
- D. Course Coordinator: Jennifer Adkins  
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

- E. Credit Hours: 2
- F. Prerequisites: ACCT1010
- G. Syllabus Effective Date: Fall, 2020
- H. Textbook(s) Title:

*QuickBooks Desktop 2018: A Complete Course*

- Author: Horne
- Copyright Year: 2019
- Edition: 17th
- ISBN: 9780134743813

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: A comprehensive approach to teaching accounting concepts in a software environment utilizing data files designed to simulate real-world businesses so that students gain “hands-on” experience with performing accounting activities, producing financial statements, and analyzing company performance.
- K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
1. Demonstrate the basic operations of most current Quickbooks Pro software.	Daily homework- weeks 1-3, and practice set – Week 3
2. Prepare general journal entries, postings and various reports in QBP	Daily homework- weeks 1-3, and practice set – Week 3
3. Prepare various transactions with customers, vendors, and employees for service and merchandising businesses.	Daily homework- weeks 4-8 and 9-13, practice sets- weeks 8 and 13, Comprehensive exam – Weeks 8 and 14– (Service and merchandising businesses are addressed differently in the class)
4. Prepare adjustments to ledger accounts, financial statements and close the accounting period for service and merchandising businesses.	Daily homework- weeks 4-8 and 9-13, practice sets- weeks 8 and 13, comprehensive exam – Weeks –8 and 14 (Service and merchandising businesses are addressed differently in the class).
5. Create a new company using QBP software.	Daily homework- weeks 15-16, practice set – Week 15 – 16

M. Topical Timeline (subject to change):

1. Get Ready for QuickBooks Pro (current edition) – weeks 1-2
2. QuickBooks Basics- weeks 1-3
3. General Journal Transactions and Reports –weeks 4-8
4. Customer Activities for a Service-Based Business – weeks 4-8
5. Vendor Activities for a Service-Based Business
6. Close the Accounting Period for a Service-Based Business- weeks 4-8
7. Customer Activities for a Merchandising Business- weeks 9-14
8. Vendor Activities for a Merchandising Business- weeks 9-14
9. Create a New Company – weeks 15-16

N. Course Assignments:

1. Practice of course topics in class
2. Homework preparation for class
3. Practice problems using QBP
4. Test prep
5. Comprehensive Exam

O. Recommended Grading Scale:

<b>NUMERIC</b>	<b>GRADE</b>	<b>POINTS</b>	<b>DEFINITION</b>
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average

67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

Click here to enter text.

R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

**Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at**

**<http://catalog.ncstatecollege.edu/mime/download.pdf?catoid=5&ftype=2&foid=3>**