



North Central State College

MASTER SYLLABUS

2025-2026

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Accounting

C. Course Number and Title: ACCT1052 Computerized Accounting

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 2

F. Prerequisites: ACCT1010

G. Last Course/Curriculum Revision Date: Fall 2024 Origin date: 08/10/2017

H. Textbook(s) Title:

Computer Accounting with QuickBooks Online e-book

- Author: Donna Kay
- Copyright Year: 2024
- Edition: 4th
- ISBN: 9781265126827

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:

Outcomes	Assessments – How it is met & When it is met
1. Demonstrate the basic operations of most current Quickbooks Pro software.	Daily homework- First half of the term practice set – First half of the term
2. Prepare general journal entries, postings and various reports in QBP	Daily homework- First half of the term practice set – First half of the term
3. Prepare various transactions with customers, vendors, and employees for service and merchandising businesses.	Daily homework- Entire term practice sets- Second half of the term Comprehensive exam – Second half of the term (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- Entire term practice sets- Second half of the term comprehensive exam – Second half of the term (Service and merchandising businesses are addressed differently in the class).
5. Create a new company using QBP software.	Daily homework- Second half of the term practice set – Second half of the term

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division:	Business	Discipline:	Accounting
Course Coordinator:	<hr/>		
Course Number:	ACCT1052	Course Title:	Computerized Accounting
Semester / Session:	Spring 2026	Start / End Date:	01/12/2026 – 03/06/2026

Instructor Information

Name:	Shatonna N. Missick	Credentials:	MBA-Acc
Phone Number:	614.881.7455	E-Mail Address:	smissick@ncestatecollege.edu
Office Location:	Online	Office Hours:	Tues-Thurs 3:00 p.m. – 6:00 p.m.

Textbook(s) Title:

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- Author: Donna Kay
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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	Revenue Recognition scenarios -- Quantitative Literacy VALUE Rubric – End of Term

Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Demonstrate the basic operations of most current Quickbooks Pro software.	Graded homework and exam - End of Term
2. Prepare general journal entries, postings and various reports in QBP	Graded homework and exam - End of Term
3. Prepare various transactions with customers, vendors, and employees for service and merchandising businesses.	Graded homework and exam - End of Term
4. Prepare adjustments to ledger accounts, financial statements and close the accounting period for service and merchandising businesses.	Graded homework and exam - End of Term
5. Create a new company using QBP software.	Graded Project - End of Term

Course Number: _____
Semester / Session: _____

Course Title: _____
Start / End Date: _____

Recommended Grading Scale:

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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

III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination _____
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. A student who misses an examination for any reason is responsible for _____
 - a. Notifying the instructor as soon as possible.
 - b. Arranging a make-up exam within one week, if approved by the instructor.
 - c. Providing appropriate documentation (if absence is due to illness or emergency).
 - d. Understanding that unexcused absences may result in a grade of zero for the missed exam.

IV. Class Attendance and Homework Make-Up Policy:

1. Regular class attendance is expected. Participation includes contributing to discussions, completing in-class work, and engaging in group activities.

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