ACCTG120 : Computerized Accounting Systems

General Information

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Attachments:	DE Addendum_ACCTG_120 COR_08_26_2020 CoDE_09_26_2023.pdf
Course Code (CB01) :	ACCTG120
Course Title (CB02) :	Computerized Accounting Systems
Department:	ACCTG
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0502.00) Accounting
CIP Code:	(52.0302) Accounting Technology/Technician and Bookkeeping.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000583859
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	ACCTG 120 provides students with computer skills required for employment in the field of computerized accounting by providing an introduction to accounting application software for bookkeepers, accountants, and business managers.
Justification:	Mandatory Revision
Academic Career:	• Credit

Academic Senate Discipline

Primary Discipline:	• Accounting

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0

Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ACCTG110 - Basic Accounting I (in-development)

Objectives
- Describe the techniques of bookkeeping.
- Explain the role of the basic accounting equation as a foundation for accounting record.

OR

Advisory

ACCTG101 - Financial Accounting (in-development)

Objectives
- Define and use accounting and business terminology.
- Explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses and users.
- Summarize the purpose of journals and ledgers.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Discussion
Methods of Instruction	Collaborative Learning
Methods of Instruction	Multimedia
Methods of Instruction	Presentations
Methods of Instruction	Lecture

Out of Class Assignments

- Reading assignment to introduce each covered subject (e.g. introduction to computer systems, manual method versus computerized method, basics of computerized Accounting by module and selected accounting system)
- Software application assignments to reinforce the covered subject (e.g. assignments in QuickBooks)

Methods of Evaluation	Rationale
Exam/Quiz/Test	Quizzes
Exam/Quiz/Test	Tests
Exam/Quiz/Test	Final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Kay, Donna	Computer Accounting with QuickBooks 2019	Boston: McGraw Hill	2019	9781259741104

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Explain the computer skills needed to improve employability in the field of computer based accounting.

Explain basics of computer hardware and accounting software.

Choose the correct software for operations in bookkeeping, accounting and business management.

SLOs

Carry out the set-up process of an accounting file, preferences, settings, and chart of accounts. Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
ACCTG Accounting	Create, edit, and print worksheets using formulas and statistical, date and time, financial and logical functions to solve business information.
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ACCTG Bookkeeping - A.S. Degree Major	Set-up and process a company's accounting information and Payroll System Through the use of computers.
ACCTG Bookkeeping - Certificate	Set-up and process a company's accounting information and Payroll System Through the use of computers.

Interpret source documents and enter the respective transactions in company's computerized accounting system. Expected Outcome Performance: 70.0

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	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.	
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ACCTG Bookkeeping - A.S. Degree Major	Set-up and process a company's accounting information and Payroll System Through the use of computers.	
	Understand accounting terms and uses as they apply to business. Knowledge of financial statements and their importance to a business, vendors, creditors, and customers.	
ACCTG Bookkeeping - Certificate	Set-up and process a company's accounting information and Payroll System Through the use of computers.	
	Understand accounting terms and uses as they apply to business. Knowledge of financial statements and their importance to a business, vendors, creditors, and customers.	

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Review of Accounting Principles   (6 hours)
- Assets = Liabilities + Capital
- Accounting Cycle (Analyzing, Classifying, Recording, Summarizing, Interpreting)
- Journals, Accounts, Ledgers, Subsidiary Ledgers

Statements Introduction to Computer Systems   (7 hours)
- Input/Output methods and devices
- Central Processing Units
- Storage devices
- Languages

Manual Method versus Computerized Method   (6 hours)
- Advantages and disadvantages
- Function of the accountant and the computer
- Analyze, classify, interpret
- Speed, accuracy, storage, statements
- Steps to convert from manual to automated
- Auditing requirements

Basics of Computerized Accounting by Module   (10 hours)
- Set-up

- Main file
- Transactions
- Reports

The Selected Accounting System   (7 hours)
- Input/Output device - how it works
- The computer - how it works
- The language - software
- Error corrections

Problems in 5 modules: General Ledger, Accounts Receivable, Accounts Payable, Payroll & Inventory   (18 hours)
- Transactions/posting/trial balance
- Beginning balances/transactions/posting/statements
- Payroll/payroll register/checks/general W-2 forms

Total Hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value