

ACCTG121 : Advanced Computerized Accounting

General Information

Author:	<ul style="list-style-type: none">• Michael Scott• Margaryan, Araik
Course Code (CB01) :	ACCTG121
Course Title (CB02) :	Advanced Computerized Accounting
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) :	CCC000583858
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 121 is an advanced course that empowers students to acquire advanced computerized accounting skills through the utilization of widely adopted accounting programs such as QuickBooks. Participants will engage in hands-on activities, working with diverse accounting software to create sophisticated practice sets. It is important to note that this course is graded on a Pass/No Pass basis.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">• Credit

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">• Accounting
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grading Basis <ul style="list-style-type: none">• Pass / No-Pass Only
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Pre-Collegiate Level (CB21) Not applicable.	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

ACCTG101 - Financial Accounting (in-development)

Objectives

- Define and use accounting and business terminology.
- Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements.
- Distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the revenue recognition and matching principles.
- Explain the content, form, and purpose of the basic financial statements (including footnotes) and the annual report, and how they satisfy the information needs of investors, creditors, and other users.

OR

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

ACCTG120 - Computerized Accounting Systems (in-development)

Objectives

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

OR

Advisory

STV97 - Sage 50 Automated Accounting (in-development)

Objectives

- Create a company within Sage 50.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Out of Class Assignments

- Written examination on program features and reports produced by practice set (e.g. setting up fictional customers, vendors, recording sales, purchase, and other transactions, prepare financial reports)
- Practice sets and accounting forms

Methods of Evaluation

Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examination

Exam/Quiz/Test

Final examination

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

Yacht, Carol

Computer Accounting with
Sage 50

McGraw-Hill
Education

2020

1259917010

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

No Value

Materials Fee

No value

Learning Outcomes and Objectives**Course Objectives**

Build advanced reports in modern accounting software.

Use of the journals and ledgers, preparation of balance sheets and income statements using the accounting programs.

SLOs**Utilize a variety of software programs of different intensity and sophistication for various business application.**

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
Bookkeeping - A.S.
Degree Major

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

ACCTG
Bookkeeping -
Certificate

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

Set up an accounting file for a business and record accounting transactions using the covered programs.

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.

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 (4 hours)

- Input/Output methods and devices
- Storage devices

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

The Selected Accounting System (4 hours)

- Input/Output - how it works
- The computer/cloud system - how it works

Basics of Computerized Accounting by Module (12 hours)

- Main accounting file set-up
- Customers set-up
- Vendors set-up
- Chart of Accounts set-up
- Company defaults set-up

General Ledger, Accounts Receivable, Accounts Payable (10 hours)

- Beginning balances
- Transactions posting
- Trial balance
- Year-end adjustments
- Statements

Employees & Payroll (7 hours)

- Payroll set-up
- Employee set-up
- Employer & Employee defaults set-up
- Payroll entries

Inventory & Services (5 hours)

- Cost methods
- Inventory defaults set-up
- Services set-up
- Inventory set-up
- Inventory adjustments

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 liaison?

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