

BAD 54 Course Outline as of Fall 2016**CATALOG INFORMATION**

Dept and Nbr: BAD 54 Title: COMP APPL ACCOUNTING
 Full Title: Microcomputer Applications in Accounting
 Last Reviewed: 5/23/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

Designing and utilizing an integrated computerized accounting and report generating system. Includes simulation of an accounting cycle in a computerized environment, computerized payroll procedures, and use of spreadsheets as a business decision-making tool.

Prerequisites/Corequisites:

Course Completion of BBK 51 OR Course Completion or Current Enrollment in BAD 1

Recommended Preparation:**Limits on Enrollment:****Schedule of Classes Information:**

Description: Designing and utilizing an integrated computerized accounting and report generating system. Includes simulation of an accounting cycle in a computerized environment, computerized payroll procedures, and use of spreadsheets as a business decision-making tool. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of BBK 51 OR Course Completion or Current Enrollment in BAD 1

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Utilize accounting software to prepare accounting reports and payroll reports for an operating business.
2. Utilize spreadsheet techniques for basic business applications.
3. Summarize and analyze accounting data using spreadsheets.
4. Design a simulated company using the features of an accounting software program.

Topics and Scope:

1. Payroll accounting procedures
 - a. Establishing the tax tables
 - b. Posting tables
 - c. Employee data preparatory to producing the payroll
2. Preparing quarterly and annual payroll reports on actual report forms
3. Establish a simulated company
 - a. Chart of accounts
 - b. Posting tables to integrate modules
 - c. Selection of appropriate operating modules
4. Operate an integrated accounting system from set-up through reporting to closing the books at year-end

Assignment:

1. Computerized payroll problem applications
2. Computerized integrated accounting system applications problems
3. Spreadsheet fundamentals and problem applications
4. 4 to 6 tests and quizzes

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Practical problem applications

Problem solving
40 - 70%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, short answer, true-false

Exams
20 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

Class attendance and participation

Other Category
5 - 20%

Representative Textbooks and Materials:

Computer Accounting with Peachtree, by Yacht; Irwin McGraw-Hill Publishing, 14th edition, 2009.