

**Tompkins Cortland Community College**

**Master Course Syllabus**

**Course Discipline and Number: ACCT 120**

**Year: 2024-2025**

**Course Title: Accounting on Microcomputers**

**Credit Hours: 3**

**I. Course Description:** This course provides a realistic approach to computerized accounting applications. It covers small business accounting using small business accounting software (e.g., QuickBooks Online, which is a cloud-based version of a general ledger software package). Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered, as well as advanced topics such as exporting to Excel software. The course integrates six of the major accounting systems commonly found in computerized accounting environments: General Ledger, Accounts Receivable, Accounts Payable, Financial Statement Analysis, Payroll, and Inventory. Prerequisites: ACCT 101 (required); completion of CAPS 111, CAPS 121, and CAPS 131 recommended. 3 Cr. (3 Lec.) Spring semesters.

**II. Additional Course Information:**

1. <i>Accounting on Microcomputers</i> is a required course for the Accounting A.A.S. degree program.
2. This course allows the student to obtain additional experience to enhance employment credentials.
3. ACCT 120 is also an excellent choice, although not required, for students in the Accounting A.S. and the Business Administration A.S. programs. It may provide a job-search advantage over a candidate who does not have experience using a computer to complete accounting work.
4. Students need a personal computer or laptop with internet access and a simple calculator.

**III. Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Identify economic events relevant to a business.
2. Analyze, interpret, and record business transactions.
3. Prepare basic financial statements including the Income Statement, Owner's Equity Statement, and Balance Sheet.
4. Communicate the information to internal and external users and decision makers.

**IV. Tompkins Cortland Institutional Learning Outcomes; Program Learning Outcomes; SUNY General Education Competencies and Knowledge and Skills Areas**

**Tompkins Cortland ILOs – N/A**

Complete this section for "service" courses only (e.g., courses that are required of all students; courses that are not program specific but satisfy liberal arts requirements; or commonly used in multiple academic programs to meet non-program-specific requirements). Check only Institutional Learning Outcomes (ILOs) that are meaningfully developed and assessed in this course. For each ILO chosen, include the SLO to which it aligns.

Students will:

☐ Communicate effectively, in oral and written forms, taking into consideration audience and purpose.

- ☐ Apply principles and methods of scientific inquiry and quantitative reasoning appropriate to their discipline.
- ☐ Use information, critical thinking, and the creative process to solve problems and reach conclusions.
- ☐ Use technology appropriate to their discipline.
- ☐ Describe the ways in which social, economic, or environmental sustainability depends on their own and the collective contributions of a diversity of ideas and people.

### **Program Learning Outcomes**

Complete this section for program-specific courses (e.g., those that share the same discipline code as the academic program or satisfy requirements in related programs). List the academic program(s) here and note which Student Learning Outcomes align to specific Programmatic Learning Outcomes. Please see the MCS Instructions for more details.

Specify the Academic Programs: **Accounting A.A.S.**

**PLO #1:** Identify economic events relevant to a business  
**SLO**

- 1) Identify economic events relevant to a business.

**PLO #2:** Record information correctly  
**SLOs**

- 2) Analyze, interpret, and record business transactions
- 3) Prepare basic financial statements including the Income Statement, Owner's Equity Statement, and Balance Sheet.

**PLO #3:** Interpret information  
**SLO**

- 2) Analyze, interpret, and record business transactions

**PLO #4:** Analyze information  
**SLO**

- 2) Analyze, interpret, and record business transactions

**PLO #5:** Communicate information to internal and external users and decision-makers  
**SLOs**

1. Prepare basic financial statements including the Income Statement, Owner's Equity Statement, and Balance Sheet.
2. Communicate the information to internal and external users and decision makers.

### **SUNY General Education Competencies – N/A**

If this course assesses a SUNY GEN ED Competency, check all that apply and indicate which course outcome(s) address each checked item:

☐ CRITICAL THINKING & REASONING- Students will:

- a. clearly articulate an issue or problem;
- b. identify, analyze, and evaluate ideas, data, and arguments as they occur in their own or others' work; acknowledge limitations such as perspective and bias; and
- c. develop well-reasoned (logical) arguments to form judgments and/or draw conclusions.

☐ INFORMATION LITERACY - Students will:

- a. locate information effectively using tools appropriate to their need and discipline; evaluate information with an awareness of authority, validity, and bias; and demonstrate an understanding of the ethical dimensions of information use, creation, and dissemination.

☐ SUNY GENERAL EDUCATION KNOWLEDGE AND SKILLS AREA(s): **N/A**

For courses that are approved to meet one (or more) of the ten SUNY General Education Knowledge and Skills Areas, indicate which area the course fulfills, and which outcome(s) are aligned with the SUNY outcomes for that area:

☐ This course does not address any of the above Tompkins Cortland ILOs, PLOs, or SUNY General Education Competencies or Knowledge and Skills Areas.

## V. Essential Topics/Themes

1. New Company Set-up: Use accounting software to complete accounting tasks learned in ACCT 101 <i>Principles of Accounting I</i> . Understand the difference between manual and computerized general ledger methods. Create chart of accounts, products and services list, and internal/external accounting and compliance reports. Run accounting software, including: Integration of the General Ledger with Accounts Receivable, Accounts Payable, Financial Statements, Payroll, and Inventory.
2. Vendors: Set up a master file for Accounts Payable; add vendors; analyze, interpret, and journalize (record) business transactions; record and print voucher registers; record purchases on account; create and pay bills; and generate Accounts Payable ledger reports.
3. Customers: Set up a master file for Accounts Receivable; add customers; analyze, interpret, and journalize (record) business transactions; create invoices; receive and deposit payments; print customer statements; and generate Accounts Receivable ledger reports.
4. Period End Procedures: Add accounts for closing and adjusting journal entries; set up a General Ledger Trial Balance; and generate and print standard and customized financial reports including Income Statement (Profit and Loss Statement), Equity Statement, Balance Sheet, Inventory, Employer Payroll Tax, and Sales Tax reports.
5. Inventory and Sales Tax: Set up and maintain an inventory system including product lists; manage inventory purchases and accounts; manage sales and sales tax for financial reporting purposes; and pay sales tax.
6. Banking: Record cash payments and print check registers. Transferring funds, reconciling cash accounts, managing credit cards, and preparing banking reports and accounting reports.
7. File Customization and Fiscal Year Closing: Create custom lists, reports, graphs, and process year-end closing.
8. Payroll Set-up: Set up and activate payroll features; calculate and prepare payroll taxes including FIT, SIT, FUTA, SUI, and SDI; prepare payroll calculations and employee master file; record payroll transactions in journals; and prepare a payroll register.
9. Payroll Processing: Process reports for both internal and external users. Prepare quarterly and annual payroll reports, management reports, and government compliance reports; and print W-2 statements.
10. Time Tracking: Create invoices with time tracking; create customer statements; and prepare time tracking reports and accounting reports.

## VI. Methods of Assessment/Evaluation

Method	% Course Grade
1. Chapter homework assignments	25% - 50%
2. Chapter graded discussion forums, participation, and/or in-class activity	10% - 25%
3. Chapter quizzes	30% - 50%

## VII. Texts –Required

1. <i>Quick Books Online 2018</i> . Paradigm Education Solutions. (ISBN: 978-0-76388-546-5)
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*Editions listed are current as of date of syllabus. More recent editions may be used.*

## VIII. Bibliography of Supplemental Materials

1. American Institute of Certified Public Accountants - <a href="http://www.aicpa.org">www.aicpa.org</a>
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*Editions listed are current as of date of syllabus. More recent editions may be used.*

## IX. Other Learning Resources

**Audiovisual:** None specified

**Electronic:** *Electronic*

<https://quickbooks.intuit.com> and <https://www.sage.com/en-us/accountant/> are two sources to access in order to get an idea how what is being taught in this class is used in the "real world."

**Other:** None specified

**Attendance Policy:** To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.

**Services for Students with Disabilities:** It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for academic adjustments. All course materials are available in alternate formats upon request.

**Academic Integrity:** Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.

*Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.*

*Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.*