APPENDIX C
COURSE OUTLINE AND SYLLABUS: 12 WEEKS

A Course Outline and Syllabus for a 12-week Computer Accounting course is shown on the next three pages. The Course Outline and Syllabus includes a course description, textbook and supplementary materials, course objectives, grading policy, and a schedule for turn-in assignments. Chapters 15, 16, 17, and 18 are not included in the 12-week Course Outline and Syllabus.

The turn-in assignments listed on the syllabus include chapter exercises; Internet activities; comprehensive projects, Projects 1, 2, 3, 4; and student-designed projects, Projects 1A and 2A. The total points suggested for the course are 1,200. The turn-in assignments on the Syllabus add up to 950 points. The remaining 250 points are for the end-of-chapter review questions.

You may collect the end-of-chapter questions at any time. I suggest random-unannounced intervals so that the students know that they might be collected but are not sure when. For instance, if you decide to collect the review questions for Chapter 2 at the end of the third week, you could give the students 50 points for completing the questions correctly. Then you might decide to collect the review questions for Chapter 4 at the end of the sixth week. If the review questions were worth 50 points, then you would collect them five times during the semester (50 X 5 = 250 points).

Another suggestion is to use the comprehensive projects and the student-designed projects the way testing would be used in a traditional course. Project 1, Sharon Watson, MD is a service business that culminates Part 2 of the textbook. Project 2, Sports Shoppe, is a merchandising business that culminates Part 3 of the textbook. Project 3, Verde Computer Club and Project 4, RBW Manufacturing, Inc. are a non-profit business and a manufacturing business that culminate Part 4 of the textbook. The student-designed projects, Projects 1A and 2A, will show you if your students can create a business from scratch using all the features of the software that they have learned in each part of the textbook.

The comprehensive projects and the student-designed projects could serve as the testing for the course. The seven projects are worth 600 points or 50% of the course grade. Of course, you may modify the Course Outline and Syllabus in any way that works best for you.

COURSE OUTLINE AND SYLLABUS: 12-WEEKS
COMPUTER ACCOUNTING

INSTRUCTOR: MEETING TIMES:

COURSE DESCRIPTION:

In this course computers are used to apply the basic principles and procedures of accrual accounting. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs.

TEXTBOOK AND SUPPLEMENTARY MATERIALS:

Yacht, Carol, *Computer Accounting with Peachtree Complete 2005, Release 12, Ninth Edition*, McGraw-Hill/Irwin, ISBN No. 007-320-4102

For making backups, you can use the following external media: ten blank, formatted 3.5 disks; one Zip drive disk; one CD-R for a CD-RW disk drive; one DVD-R for a DVD-RW drive; one USB drive. Backups can also be made to the hard drive.

COURSE OBJECTIVES:

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, nonprofit, and manufacturing businesses.

2. Complete exercises using accounts receivable, accounts payable, invoicing, payroll, inventory, and job cost systems.

3. Prepare financial statements and complete financial statement analysis.

4. Complete the computer accounting cycle using Peachtree Complete Accounting 2005, Release 12 software.

5. Complete computer accounting projects that require designing service and merchandising businesses.

6. Complete Internet activities and Going to the Web exercises for Parts 1, 2, and 3 of the textbook.

GRADING POLICY:

The tables below illustrate points, grading scale, and grading instruments.
 See the syllabus for due dates.

GRADING INSTRUMENTS	POINTS
Exercises	150
End-of-Chapter Questions	250
Projects 1, 2, 3, 4	400
Projects 1A, 2A	200
Internet Activities[1]	200
TOTAL	1,200

GRADING SCALE
1080 to 1200: A
960 to 1079: B
840 to 959: C
720 to 839: D
- 719: F

Grading Instruments:	Percentage of Grade:
Exercises	12.50
Review Questions	20.83
Projects 1, 2, 3, 4	33.33
Projects 1A, 2A	16.67
Internet Activities	16.67
TOTAL	100.0

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[1]Internet Activities could also include Going to the Net exercises.

SYLLABUS

The review questions are due when the chapter exercises are completed. End-of-chapter questions will be collected at random, unannounced intervals. The questions are worth 250 points. Assignments may be turned in before due dates.

DUE DATES	TURN-IN ASSIGNMENTS
Week 1	Exercises 3-2 and 4-2 (10 points).
Week 2	Exercises 6-2 (5 points), 7-1 and 7-2 (10 points); 8-1, 8-2 (5 points); turn in two Internet activities from Part 1 (50 points)
Week 3	Exercise, 10-2 (20 points); Project 1, Sharon Watson, MD (75 points)
Week 4	Project 1A: student-designed service business (100 points); turn in two Internet activities from Part 2 (50 points)
Week 6	Exercise 12-2 (50 points)
Week 8	Exercises 14-2 and 14-2 (50 points)
Week 9	Project 2, Sports Shoppe (150 points)
Week 10	Project 2A, student-designed merchandising business (100 points); turn in two Internet assignments from Part 3 (50 points)
Week 11	Project 3, Verde Computer Club 75 (points)
Week 12	Project 4, RBW Manufacturing, Inc. (100 points); turn in two Internet activities from Part 4 (50 points)