

**Community College of Philadelphia  
Business and Technology Division**

Department: Business Administration Department  
Semester: Spring 2016

Course Title: Microcomputers in Accounting (On-Line) – ACCT 103  
CRN: 13396  
Section: 900  
Class Hours/ Days: Online

Instructor: Mansour Farhat, CPA, CIA, CFE, MAcc  
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Office: B2-24B  
Office Hours: T-TH: 9:20-11:20 and 12:20 to 12:50

**Technology Requirements:** To fulfill the requirements of this course, you MUST have the following software and hardware resources available to use. Software: You must have Microsoft Excel 2010 and QuickBooks Accountant 2012 available to use on your computer. QuickBooks Accountant 2012 is packaged with the textbook, and you will have to install it on the computer you intend to use for this course. Please note that Excel 2010 does not come with the textbook and must be purchased separately (Excel 2010 is also available in the computer labs on campus). To use QuickBooks Accountant 2012, the system requirements include an IBM PC compatible with a Pentium processor 2 GHz, Windows XP SP3, Windows Vista, and Windows 7, 1 GB of RAM, 2.5GB of available hard disk space, 16 bit or higher color with a minimum 1024 x 768 screen resolution, 4X CD-ROM drive, Adobe Reader 9.0.

Mac users will need to run Windows on your computer in order to use the software. You can either run boot camp on your Mac or use virtual desktop software such as Parallels (but in either case you will need a full copy of Windows to install).

**Required Text:** ACCT 103 Looseleaf Package (Using QuickBooks Accountant and Excel)

Author: Glenn Owen

ISBN: 9781285556499

Publisher: South-Western Cengage Learning

Both the text and the software are required to fulfill the requirements of this course. Note: It is important that you have your textbook for the first week of class.

**Course Description:** Introduction to microcomputer applications will focus on financial accounting problems and their solutions adapted to microcomputers. In this course students will utilize a commercial general ledger software package (QuickBooks Accountant 2012) and a spreadsheet program (Microsoft Excel). **Course Prerequisite:** ACCT 101

**STUDENT LEARNING OUTCOMES:**

1. Prepare financial statements (balance sheet, income statement and cash flows) using general ledger software.
2. Create a new company file and set up the accounting system.
3. Record business transactions and evaluate a firm's performance and financial position.
4. Prepare adjusting entries and bank reconciliations.
5. Create budgets for revenues, expenses, assets, liabilities and equities.
6. Create graphs to illustrate financial information.
7. Use electronic worksheet software to organize and manipulate financial data for decision making.

**Course Policies:**

- **Note:** The Community College of Philadelphia has developed College Policies and Procedures to protect the rights of students and provide information and resources to enhance the student's learning experience at the college. It is recommended that all students read and reference these documents. You may review these memoranda at the reserve book in the Library, at the Office of Vice President for Student Affairs, M2-37 or the Office of Student Activities, S1-10. You can also access the documents online at:  
[http://www.ccp.edu/site/current/conduct\\_code/index.php](http://www.ccp.edu/site/current/conduct_code/index.php)
- **Special Accommodations:** Students with verifiable disabilities will be accommodated. Please register with Center on Disability, M1-22, during the first two weeks of class. Students who are registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested.
- **Students receiving Title IV Financial Aid Funds:** Effective Fall 2000, students who receive Title IV financial aid funds and who withdraw from ALL their classes before completion of 60% of the term, i.e., the 10th week (or its equivalent for summer terms) may be required to return all or a portion of their financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they become ineligible for further financial aid.
- **Community College of Philadelphia's Early Alert Initiative:** The system positively intervenes in Community College of Philadelphia's students' academic paths early and appropriately by effectively communicating current performance and supplying information beneficial to academic success. Faculty members have the opportunity to complete Early Alert reports at 20% and 50% reporting periods during the semester. Students will be assessed on the following items: attendance, punctuality, meeting assignment deadlines, classroom behavior, classroom participation and other factors pivotal to student success. Should you receive an Early Alert letter, you should follow up on the suggested intervention strategy as soon as possible.
- **Attendance:** College Policy and Procedure #5 allows your instructor to withdraw any student from the class who has missed at least two weeks of class.
- **Classroom Conduct:** It is expected that students will conduct themselves according to the guidelines found in the CCP College Policies and Procedures Article IV, 5.
- **Academic Honesty:** Except when permitted by your instructor, all work is expected to reflect an individual effort. Attribution should be given when appropriate. All students are expected to understand what constitutes cheating and plagiarism as described in College Policies and Procedures Memorandum #3 (P&P#3). If a violation of P&P#3 is found or suspected, a formal judicial process will be conducted to investigate the violation and the consequences will range from an F for the assignment to an F for the course.
- **Sessions:** This course is made up of a number of weekly sessions. Within each weekly session there are discussion forums and assignments. You should complete all of the required assignments in one session before starting the next, since the work may be cumulative. The deadline for submitting your assignments each week (except for the final week) is the following Monday at 5pm.
- **Discussion Forums:** The interaction in discussion forums will serve as a learning tool which is aimed at fostering peer learning and we will work collaboratively to discuss issues and problems. We will have at least one topic to discuss each week. Your initial post is due on Wednesdays at midnight, and response posts are due on Sundays at midnight. Please respond in-depth to at least 2 postings from your classmates.
- **Homework Assignments:** Homework assignments are an integral part of any course you take. Throughout this course, homework assignments need to be completed and submitted for part of your grade. Homework submissions will be accomplished by either answering specific questions about problems you are assigned, or by submitting files for me to review. The Canvas page for the course contains the required homework assignments. You must complete your homework and submit it by the announced due date. **Assignments not submitted by the due date will receive a zero. Students who cannot submit assignments on time because of emergency, unexpected events, or extreme illness should contact the instructor BEFORE THE DUE DATE or as soon as circumstances allow and ask for consideration and be prepared to produce documentation.**

**Communications:**

- **Canvas:** The College uses Canvas, a Learning Management System, for course administration. The syllabus, any handouts and assignments will be posted for the course in Canvas. It is the student's responsibility to check this website to keep updated on the class. Canvas will also be used for announcements, messages, discussion forums, uploading projects and grading. To use Canvas, you need your MyCCP Email address. NOTE: Your Username is the same for both MyCCP and Canvas, but the password must be created separately for Canvas. Please see the attached document for login directions to Canvas. If you have any questions or concerns using Canvas, please contact the Office of Distance Education at distance\_ed@ccp.edu.
- **Email:** A great deal of communication is done electronically. Students are responsible for checking their CCP e-mail accounts. Failure to check CCP email account does not excuse the student from any missed assignments, classes, etc. ALL email written to the instructor must be written in a professional manner to earn a reply.

Grading: The College grading scale will apply. Your final grade will be determined by the grades you earn on homework assignments, examinations, and for participation in class "forums." Each of these components of your final grade will be weighted as follows:

QuickBooks Assignments Average	45%
Excel Assignment Average	35%
Discussion Forum Participation Average	10%
Student Learning Outcomes Self Evaluation	10%

The following grading scale is used for all College courses.

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

Topical Outline: During the semester, the following topics will be covered in class:

#### QuickBooks

Understand how to start QuickBooks  
 Prepare financial statements (balance sheet, income and cash flows)  
 Create supporting reports to help make business decisions  
 Create a new company file and set up the accounting system  
 Cash-oriented business activities  
 Prepare adjusting entries  
 Budgeting  
 Manage fixed assets

#### Excel

Excel tour and basics  
 Financial statement analysis  
 Depreciation  
 Loan and Bond Amortization  
 Cash budgeting  
 Present/future value, predicting costs, and allowance for uncollectible accounts