

COURSE INFORMATION

COURSE NUMBER: ACC 242
COURSE TITLE: Small Business Software
LECTURE HOUR/WEEK: 1.0
LAB HOUR/WEEK: 0.0
CREDIT HOURS 1.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION: This course includes the use of current integrated software suitable for small business operations.

COURSE PURPOSE: The purpose of this course is to provide the student with a realistic approach to small business computerized integrated accounting principles. The text/workbook, in conjunction with QuickBooks Accounting for Windows software and the accompanying problem set disks, provides a good understanding of this accounting software.

COURSE COMPETENCIES: Upon successful completion of this course, the student should be competent in loading and performing all procedures necessary to run the following integrated accounting programs for a business with 70% or higher accuracy:

MODULE I- BASICS OF ENTERING TRANSACTIONS AND GENERATING REPORTS

- ◆Provide general information regarding the accounting software
- ◆Operate the computer and accounting software using the keyboard
- ◆Perform Chart of Accounts maintenance
- ◆Create invoice and purchase order transactions
- ◆Perform payroll procedures
- ◆Perform vendor and customer maintenance
- ◆Record, enter and correct invoice and purchase order transactions

MODULE II- CREATE A SERVICE COMPANY

- ◆Set up a new company
- ◆ Record transactions
- ◆Display and print financial reports

MODULE III- CHANGING FROM A SERVICE COMPANY TO A MERCHANDISING CORPORATION

- ◆Record, enter, and correct cash receipts and cash disbursement transactions
- ◆Perform inventory setup and maintenance.
- ◆Perform payroll procedures
- ◆Close the fiscal year

ENTRY LEVEL SKILLS: The student should have an understanding of accounting principles.

PREREQUISITE: ACC 111, minimum grade of "C"

COREQUISITES: None

METHODS OF INSTRUCTION: The student will work through the textbook, completing exercises for each chapter assigned on the course calendar. Students will complete practice tests for additional reinforcement of material covered. In addition, students will receive updates and reviews through the use of the Internet. Individual help will be given to students who may experience difficulty with assignments.

ACADEMIC INTEGRITY: The policies stated in the York Technical College Handbook will be enforced. Any student violating the school policy will be subject to academic discipline.

ATTENDANCE POLICY: Students are responsible for attending all scheduled meetings in the course until they have completed all course requirements. Students are responsible for all material covered and for all assignments made for this class. Students who are absent from a class more than 20% of the hours will be withdrawn. If the need to be withdrawn occurs after mid-semester, the student will receive a grade of "WF" with no exceptions.

GRADING PROCEDURE:

MODULE I Workbook Assignments	20%
MODULE II Written Assessment	20%
Module III Hands-On Assessment Part I	30%
Hands-On Assessment Part 2	30%

Printouts must accompany the tests as indicated on the test instruction sheet. Printouts must be in the proper order as indicated on the test and must be in the same condition as one would turn in a report to an employer. Any work handed in after the due date will result in a two-point reduction to the final grade for each class day late. All assignments must be completed or a grade of "F" will be assigned.

GRADING SCALE

SCORE	GRADE
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
Withdrawn by mid semester	W