
Course Prefix/Number: ACC 245
Course Title: Accounting Applications
Lecture Hours/Week: 3.0
Lab Hours/Week: 0.0
Credit Hours/Semester: 3.0

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

COURSE DESCRIPTION

This course introduces microcomputer accounting using database software and/or electronic spreadsheets.

ENTRY-LEVEL SKILLS

Students are required to have a thorough knowledge of accounting principles.

COURSE COMPETENCIES

Upon successful completion of this course, the student should be competent to perform the following tasks:

Module 1 – Using Spreadsheets in Accounting

- Beginning Excel
 - Navigate and Work with Excel Files
 - Enter and Edit Data in Excel
 - Use Formulas and Functions to accomplish tasks
 - Create, Move, & Modify Charts
 - Create a Financial Statement Analysis

Module 2 – Spreadsheet Applications

- Excel and Accounting
 - Use Excel to calculate depreciation
 - Develop a Loan and Bond Amortization schedule in Excel
 - Develop Budgets using Excel

Module 3 – Using Databases in Accounting

- Beginning Access
 - Navigate and Work with Access Files
 - Create and Edit Tables within Access
 - Enter Data in Access tables

Module 4 – Database Applications

- Accounting Queries & Reports
 - Develop and modify queries
 - Develop and modify forms and reports
 - Update records using queries

Accounting majors must complete all four modules with a minimum grade of “C.” A “D” is a passing grade for non-accounting majors.

Course Requirements

Attendance

The student will complete all assigned activities in a timely manner in accordance with the calendar or schedule provided by the instructor.

Academic Integrity

The student is bound by the policies stated in the York Technical College Catalog and Handbook. A student violating these policies will be subject to academic discipline.

Evaluation Strategies and Grading

Grades will be based on the average of the four module assessments and assignments. Exams count 80% of the total grade and assignments count 20%. Makeup exams and assignments are at the instructor’s discretion.

The following scale will be the standard:

Score/Grade:

90 – 100 A
80 – 89 B
70 – 79 C
60 – 69 D
<60 F

Final Grade:

Each module will comprise of assignments and an exam. The assignments count 20% of the final grade. Module exams count 80% of the final grade.

Module Assignments	20%
Module Exams	80%

Textbook Required

PREREQUISITES - None

CO-REQUISITE - ACC 102

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.