A: Division: **INSTRUCTIONAL**   Date: **DECEMBER 1995**

B: Department: **COMMERCE AND BUSINESS ADMINISTRATION**   New Course:

rse **FEBRUARY 1994**   Program: **ACCOUNTING MANAGEMENT**   Revision of Cou
Information form:

NG   E: **3**   C: **ACCT 220**   D: **COMPUTERIZED ACCOUNTI**

Semester Credit   Subject & Course No.   Descriptive Title

NEW TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

AC Plus, Latest Ed.   Genzer, Erik and John McMurray.   Using ACCPAC

2.5. Designing financial statements using the financial reporter.

2.6 Year-end processing.

Creating the Accounts Receivable Ledger

3.2 Transaction processing.

3.3 Period-end processing.

4.1 Creating the Accounts Payable Ledger.

4.2 Transaction Processing

4.3 Period-end processing

RUCTION

O: METHOD OF INST

conducted in a computer lab.

Lecture/Lab

EVALUATION

B: COURSE

1. Spreadsheets

Assignment(s)	2%	
Quizzes	4%	
Test	14%	20%

2. ACCPAC G/L & F/R

Assignment(s)	4%	
Quizzes	6%	
Test(s)	30%	30-40%

3. ACCPAC A/R

Assignment	2%	
Quizzes	4%	
Test	14%	20%

4. ACCPAC A/P

Assignment	2%	
Quizzes	4%	
Test	14%	20%

100%

OBTAIN CREDIT FOR THE COURSE.

DECEMBER 1995 Date