



BAT126 Intro to Accounting Software Syllabus

Course Information

Credits	2
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

This course provides an introduction to accounting software program using a comprehensive, hands-on training manual to learn computer accounting practices through sample companies.

Prerequisites: BAT116 Introduction to Business Accounting or BAT118 Business Accounting I

Textbooks

QuickBooks Pro 2014: Comprehensive; Trisha Conlon; Labyrinth Learning; 2014: 1st Edition; ISBN: 978-1-591-36686-7.

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

- 1. Set up new company records in an accounting software program.
- 2. Create invoices and record sales transactions in an accounting software program.
- 3. Enter invoices and sales receipts in an accounting software program.
- 4. Generate and print summary and detail sales reports in an accounting software program.
- 5. Generate and print summary and detail accounts receivable reports in an accounting software program.
- 6. Enter and pay bills, both recurring and non-recurring, in an accounting software program.
- 7. Generate and print summary and detail accounts payable reports in an accounting software program.
- 8. Reconcile bank statements in an accounting software program.
- 9. Prepare and post-closing entries in an accounting software program.
- 10. Generate and print basic financial statements in an accounting software program.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu



