



Central  
North  
South  
SVI

## ACCT214 - Accounting Systems

Document Type: Master Course Outline Supplemental

Proposal Type: Revision

Requester(s): Rebecca Yedlin Zachary Smulski

College: South

Origination Approved: 06/11/2014 - 4:27 PM

### BASIC INFORMATION

**Requester(s):** Rebecca Yedlin  
Zachary Smulski

**College:** South Seattle Community College

**Division/Dept:** Professional Technical

**Dean:** Duncan G Burgess

**Peer Reviewer(s):** Kerry D Wu

### COLLEGE SUPPLEMENTAL

**Proposed Quarter of Implementation:** NA

Request Provisional Exception

We would like to start offering this course in a hybrid mode in Spring 2014.

**Class Capacity:** 20

**Modes of Delivery:** (Check all that apply)

Fully On Campus

Fully Online

Hybrid

Other Explanation:

**Class Schedule Description:**

Computer applications of basic accounting systems, principles and procedures. Including but not limited to discussions of QuickBooks, Excel and Microsoft Accounting. Prereq: ACCT 110, 120, &201 or &202 with 2.0 or higher.

**Student Learning Outcomes:**

#### Communication

Read and listen actively to learn and communicate

Speak and write effectively for academic and career purposes

#### Computation

Use arithmetic and other basic mathematical operations as required by program of study

Apply quantitative skills for academic and career purposes

**Human Relations**

Use social interactive skills to work in groups effectively

Have knowledge of the diverse cultures represented in our multicultural society

**Critical Thinking and Problem-Solving**

Think critically in evaluating information, solving problems, and making decisions

**Technology**

Select and use appropriate technological tools for academic and career tasks

**Personal Responsibility**

Uphold the highest standard of academic honesty and integrity

Respect the rights of others in the classroom, online and in all other school activities

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities

Abide by appropriate safety rules in laboratories, shops and classroom

**Information Literacy**

Independently access, evaluate and select information from a variety of appropriate sources

Use information effectively and ethically for a specific purpose

**Program Outcomes:**

<b>Included in Course Outcome Number</b>	<b>Professional Technical Accounting Certificate Program Outcomes</b>
1, 2, 3, 6	1. Demonstrate understanding of terminology related to accounting.
2, 3, 4, 5	2. Access information, analyze and classify source documents.
2, 3, 4, 5, 6	3. Perform basic accounting functions e.g. adjusting closing entries, recording depreciation and transactions using common practices and GAAP (Generally Accepted Accounting Principles).
3, 4, 5, 6	4. Prepare basic financial statements.
4, 6	5. Analyze individual components of income statements, balance sheets, and statements of retained earnings/statement of owner’s equity.
2, 3, 4, 5, 7	6. Document transactions according to accounting standards and procedures.
7, 9, 10	7. Demonstrate responsibility and honesty in recording and reporting accounting transactions.
	8. Apply standard English rules in clear, concise and effective business

2, 6, 9	communications.
2, 3, 4, 5, 6	9. Apply mathematical skills to business and banking situations.
1, 2, 4, 6, 7	10. Apply computer skills to all forms of business communication including presentation materials and graphics.
1, 6, 7, 8	11. Use office technology for inter and intra office communication.
7, 9	12. Identify and manage tasks involved in managing meetings.
7, 9	13. Demonstrate accuracy and skill in handling the telephone.
7, 10	14. Demonstrate time management and organization skills.
1, 2, 3, 4, 5, 10	15. Identify and use appropriate resources for problem solving.
2, 3, 4, 5, 7, 8, 9, 10	16. Receive, interpret, and follow both written and verbal instructions.
4, 5, 6	17. Import graphics, charts and text into business applications.
1, 2, 3, 4, 5, 6, 7, 8, 9, 10	18. Demonstrate flexibility and motivation when faced with change.
1, 8, 10	19. Use the Internet to search for information.
1, 4, 6	20. Create and manage physical and electronic data systems in business applications.
2, 3, 4, 5, 6, 7, 8, 9, 10	21. Adapt to workplace practices and practice appropriate professional conduct.
7, 8, 9, 10	22. Interact effectively with individuals and groups.
4, 6, 7, 9	23. Create and present effective presentations, both with and without software.
2, 3, 4, 6	24. Interpret business data.
8, 9, 10	25. Demonstrate knowledge of laws and regulations which affect the US workplace and work force, and an appreciation for ethics in business.
2, 3, 6, 7	26. Create effective spreadsheets that communicate financial and other business information.
1, 9	27. Work with others on larger scale projects.

**Course Outcomes / Objectives:**

1. Apply computer technology with an understanding of accounting principles.
2. Utilize general ledger software to properly record financial transactions and prepare internal and external reports for sole proprietorships, partnerships, and corporations.
3. Utilize fixed assets, payroll, and perpetual inventory costing systems to properly record transactions and prepare appropriate financial reports.
4. Transfer data from accounting software to a spreadsheet program and perform additional operations on the data.
5. Convert a manual accounting system to a computerized system and perform all required accounting setup procedures.
6. Utilize the computer to conduct horizontal, vertical, and ratio analysis of financial data.
7. Demonstrate good office work habits.
  - a. Regular attendance and promptness.
  - b. Timely completion of assignments.
  - c. Neatly and accurately prepared financial statements.
8. Demonstrate safety in the work place.
9. Demonstrate a leadership role in class.
  - a. Participation in class activities.

- b. Involvement in being a leader.
- 10. Demonstrate understanding of work ethics in organizations.
  - a. Awareness of work ethics
  - b. Awareness of harassment.

<b>SLO #</b>	<b>Included in Course Objective Number</b>	<b>SSCC Student Learning Outcomes</b>
SLO 1.1	7, 8, 9	Communication - Read and listen actively to learn and communicate.
SLO 1.2	7, 9	Communication - Speak and write effectively for academic and career purposes.
SLO 2.1	2, 3, 4, 5, 6	Computation - Use arithmetic and other basic mathematical operations as required by program of study.
SLO 2.2	2, 3, 4, 5, 6	Computation - Apply quantitative skills for academic and career purposes.
SLO 3.1	7, 9	Human Relations - Use social skills to work in groups effectively.
SLO 3.2	7, 9	Human Relations – Have knowledge of the diverse cultures represented in our multicultural society.
SLO 4.1	1, 2, 3, 6, 7	Critical Thinking—Think critically in evaluating information, solving problems, and making decisions.
SLO 5.1	1, 2, 3, 4, 5, 6, 7	Technology - Select and use appropriate technological tools for personal, academic, and career tasks.
SLO 6.1	10	Personal Responsibility – Uphold the highest standards of academic honesty and integrity.
SLO 6.2	3, 7, 10	Personal Responsibility – Respect the rights of others in the classroom, online, and in all other school activities.
SLO 6.3	2, 3, 4, 5, 7, 9	Personal Responsibility – Attend class regularly, complete assignments on time, and effectively participate in classroom and online discussions, group work, and other class-related projects and activities.
SLO 6.4	1, 8	Personal Responsibility – Abide by appropriate safety rules in laboratories, shops, and classrooms.
SLO 7.1	2, 3, 4, 5, 6,	Information Literacy—Independently access, evaluate, and select information from a variety of appropriate sources.
SLO 7.2	8, 10	Information Literacy – Have knowledge about legal and ethical issues related to the use of information.
SLO 7.3	2, 3, 6, 8, 10	Information Literacy - Use information effectively and ethically for a specific purpose.

**Explain the student demand for the course and potential enrollment:**

By offering this course in a hybrid or online mode, enrollment may increase due to scheduling flexibility.

**Explain why this course is being revised:**

Within the overall quarterly schedule, students are able to learn at their own pace and at a time when they are most effective. Feedback to students can be done in an organized, documented, and easy to follow fashion.

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**What challenges, if any, do you foresee in offering this course:**

Canvas is currently being used to support in-class instruction and lab assignments. This has improved the delivery of course content, aided the submission, grading, and feedback on assignments, and allowed for more student-instructor interactions. I do not foresee any challenges in offering the course in this format.

**This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.**

Faculty involved in originating this program:

Rebecca Yedlin

Print Name

*Rebecca Yedlin*

Signature

6/11/2014

Date

Zachary Smulski

Print Name

*Zachary Smulski*

Signature

6/11/2014

Date

Dean:

Duncan G Burgess

Print Name

*Duncan G Burgess*

Signature

3/3/2014

Date

### Results of SSCC Curriculum Coordinating Council Findings

#### Participating Faculty Response and Remarks

Recommended for approval

Not recommended for approval

Chairman, Curriculum Coordinating Council:

Diane Schmidt

Print Name

*Diane Schmidt*

Signature

6/11/2014

Date

Vice President for Instruction:

Donna Miller-Parker

Print Name

*Donna Miller-Parker*

Signature

6/11/2014

Date