## NEW COURSE PROPOSAL FORM

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| ACADEMIC AREA: | School of Business and Technology |
| PROGRAM:  | AS ACCOUNTING TECHNOLOGY; ccc aCCOUNTING TECHNOLOGY MANAGEMENT |
| PROPOSEd by: | william van glabek |
| PRESENTER: | leroy bugger |
| SUBMISSION DATE: | 12/30/2013 |
| COURSE PREFIX, NUMBER AND TITLE: | acg 2450, accounting software applications |

### SECTION I

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| COURSE INFORMATION: | TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM: |
| division | accounting |
| COURSE PREREQUISITE(S): | ACG 1001 or acg 2021; cgs 1000 |
| DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM? | NO |
| MINIMUM GRADE OF prereqUISITE(s): | D |
| COURSE COREQUISITE(S): | n/a |
| IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE? eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032. | -- NA -- |
| COURSE CREDITS OR CLOCK HOURS: | 3 semester credits |
| credit type: | COLLEGE CREDIT (TRANSFERABLE) |
| CONTACT HOURS: | 3 |
| COURSE DESCRIPTION: |
| This course is intended for students desiring a working knowledge of computerized accounting using software commonly used in business. The course covers the five major systems commonly found in computerized accounting environments – general ledger, depreciation, accounts receivable, accounts payable, and payroll.  |
| GENERAL TOPIC OUTLINE: |  |
| * DESIGN AND CREATE AN ACCOUNTING INFORMATION SYSTEM FOR A NEW ORGANIZATION
* RECORD TRANSACTIONS
* GENERATE AND ANALYZE REPORTS SUCH AS SALES, BANKING, PURCHASING, INVENTORY, AND PAYROLL
* GENERATE COMPLETE FINANCIAL STATEMENTS
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**LEARNING OUTCOMES (for information purposes only):**

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
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| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Demonstrate the ability to create accounting records for a business entity | Homework assignments, quizzes, comprehensive proctored final examination, and/or special project or classroom presentation | CT |
| Record activities for service and merchandise-based businesses | CT |
| Demonstrate the ability to prepare financial statements | CT |
| Demonstrate the ability to generate managerial reports | CT |
| Demonstrate the ability to process payroll | CT |

### SECTION II (Must complete each item below)

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| ICS CODE FOR THIS COURSE:  | ADVANCED AND PROFESSIONAL - 1.15.05 - BUSINESS AND MANAGEMENT |
| IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):  | N/A |
| GRADE MODE: | STANDARD GRADING |
| IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?  | NO |
| IS THIS A GENERAL EDUCATION COURSE?  | NO |
| IS THIS A WRITING INTENSIVE COURSE?  | NO |
| iS THIS AN HONORS COURSE? | NO |
| IS THIS A REPEATABLE\* COURSE? (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)\*not the same as Multiple Attempts or Grade Forgiveness  | NO |
| IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na”.  | N/A |
| DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS (experimental)? | NO |
| WILL this course HAVE AN IMPACT ON OTHER COURSES, PROGRAMS, DEPARTMENTS, or budgets?  | NO |
| IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS): | N/A |
| IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS, PROGRAMS, or other institutions) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?  | N/A |

### sECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

THE SCHOOL OF BUSINESS AND TECHNOLOGY IS IN THE PROCESS OF REVIEWING LEARNING OUTCOMES, COURSE DESCRIPTIONS AND GENERAL COURSE INFORMATION (SECTION 3) TO ENSURE THE USE OF BLOOM’S TAXONOMY IN LEARNING OBJECTIVES IN THE PRESENT TENSE; TO VALIDATE AGREEMENT BETWEEN THE COURSE DESCRIPTION, GENERAL COURSE INFORMATION AND LEARNING OUTCOMES; AND TO INSPECT THE GENERAL AGREEMENT BETWEEN THE COURSE DESCRIPTION IN THE FLORIDA STATEWIDE COURSE PROFILE DESCRIPTIONS. CHANGES ARE BEING DRIVEN BY THE PROFESSORS WHO NORMALLY TEACH THE COURSES. THIS PROPOSED CHANGE BETTER ALIGNS THE DEGREE AND ccc WITH INDUSTRY REQUIREMENTS (AS DEFINED BY THE ACCOUNTING PROGRAM ADVISORY COMMITTEE) AND ALLOWS FOR OTHER PROGRAMMATIC IMPROVEMENTS.

This course number was last offered at ESC in 1998. This updated version of the course primarily focuses on the most recent version of the Quickbooks accounting software and is not equivalent to course when it was offered in 1984-1998..

**nOTE:** Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2014

N/A

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 12/30/2013

**DEAN ENDORSEMENT:**

 12/30/2013

**DEANS’ COUNCIL Review – verified by:**

 2/18/2014

**FOR CURRICULUM COMMITTEE MEETING DATE: February 28, 2014**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents