

# Clackamas Community College

## Online Course/Outline Submission System

Show changes since last approval in red

BA-228 Computerized Accounting

General education certified:  Yes  No

- Writing
- Oral Communication
- Arts and Letters
- Science & Computer Science
- Mathematics
- Social Science
- Cultural Literacy
- Health & Physical Education

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Approved Date (mm/dd/yyyy):  /  /

### Section #1 General Course Information

**Department:** Business & Computer Science: Business

**Submitter**

First Name: Hugo

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Email: [hugog@clackamas.edu](mailto:hugog@clackamas.edu)

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**Course Prefix and Number:** BA - 228

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**# Credits: 3**

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Computerized Accounting

**Course Description:**

Provides the student with an introductory hands-on experience to learn how computers are used for accounting applications using a Windows operating system environment.

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**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

Yes

**Can this course be repeated for credit in a degree?**

No

**Is general education certification being sought at this time?**

No

**Does this course map to any general education outcome(s)?**

No

**Is this course part of an AAS or related certificate of completion?**

Yes

**Name of degree(s) and/or certificate(s):** Accounting and Administrative Office Professional AAS's

Are there prerequisites to this course?

Yes

**Pre-reqs:** BA-111 or BA-211

**Have you consulted with the appropriate chair if the pre-req is in another program?**

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

**Have you talked with a librarian regarding that impact?**

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:** Yes

**When do you plan to offer this course?**

Spring

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

No

**Will this course appear in the college catalog?**

Yes

**Will this course appear in the schedule?**

Yes

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. prepare general and special journal entries using an accounting software package for service and merchandising business;
2. complete exercises using accounts receivable, accounts payable, invoicing, payroll, inventory, budgeting, and job cost systems;
3. prepare financial statements and complete financial statement analysis;
4. complete the computer accounting cycle using accounting software.

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This course does not include assessable General Education outcomes.

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**Major Topic Outline:**

1. Introduction (Presentation, demonstration, and lecture each week for each chapter)
2. Integrated computerized accounting program.
  - a. Tour and balance sheets.
  - b. Preparing reports.
  - c. Setting up your accounting system.

- d. Cash-oriented business activities.
  - e. Additional business activities.
  - f. Adjusting entries.
  - g. Budgeting
  - h. Reporting business activities.
3. Students complete comprehensive problems based on chapters assigned.

Does the content of this class relate to job skills in any of the following areas:

- |                                      |    |
|--------------------------------------|----|
| 1. Increased energy efficiency       | No |
| 2. Produce renewable energy          | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment      | No |
| 5. Supports green services           | No |

Percent of course: 0%

## Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

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**First term to be offered:**

Next available term after approval

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