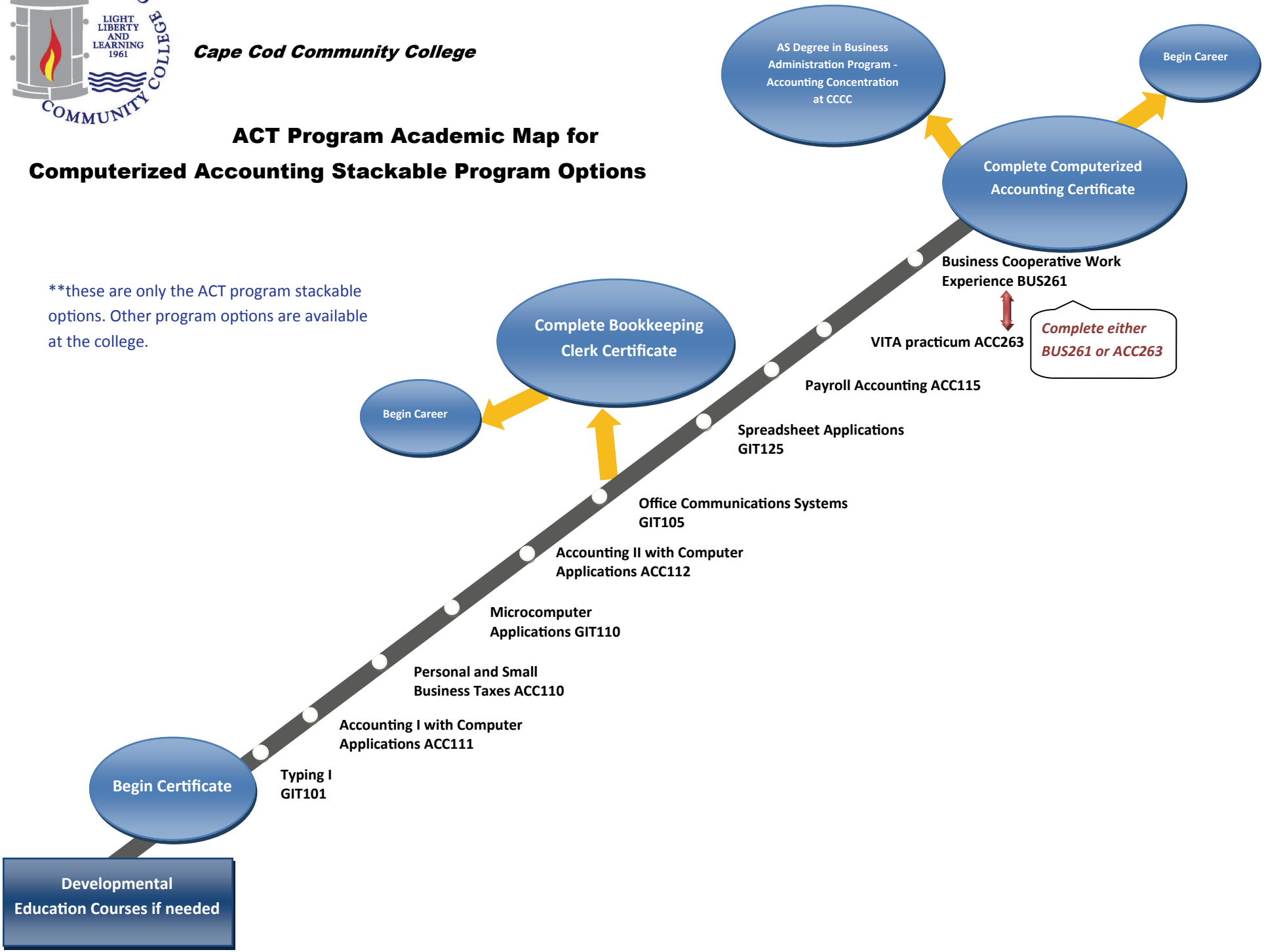
Cape Cod Community College

ACT Program Academic Map for Computerized Accounting Stackable Program Options

**these are only the ACT program stackable options. Other program options are available at the college.



Course Descriptions

Typing I
GIT101. Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. *Prerequisite: None / 3 credits.*

Accounting I with Computer Applications
ACC111. (formerly ACC101) Introduction to the accounting cycle: recording transactions, posting to ledgers, preparing work sheets and financial statements. Includes: special journals, inventory valuation, receivables, payables and interest on notes. Hands-on introduction to computerized accounting, solving selected problems using general ledger software including QuickBooks is included. This is the first course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. *Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.*

Personal and Small Business Taxes
ACC110. Students learn the kinds of taxes that an individual or small business must report to federal and state governments. Income taxes are the primary focus and students learn to apply the method and principles of tax preparation using a computerized tax preparation software package. *Prerequisites: None / 3 credits.*

Microcomputer Applications Software
GIT110. This course focuses on the use of the microcomputer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and four commonly used software packages selected from applications in word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course. *Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.*

Accounting II with Computer Applications
ACC112. (formerly ACC102) This course continues ACC111 covering liabilities, long-term assets and sources of equity in partnerships, corporations, and proprietorships. Analysis of accounting information is also covered. Computerized accounting including QuickBooks and Peachtree will be used for selected problems as well as the completion of a computerized practice set. This is the second course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. *Prerequisite: ACC111 or ACC101 and MAT030 or satisfactory basic skills assessment score / 3 credits.*

Office Communications Systems
GIT105. This course is designed to expose the student to the variety of information/communication modes available to individuals employed in today's office environment. The following major areas are addressed: communication theory, electronic communications in the automated office, oral presentation, ethical practices, and written business documentation. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos are studied. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Spreadsheet Applications for Business
GIT125. Students gain a conceptual and practical understanding of electronic worksheets utilizing the spreadsheet, data management, graphics, and application development components of a Windows-based spreadsheet program. Students complete a variety of exercises designed to develop mastery of the major components of the spreadsheet program as it is used in the business office environment. This course covers the material for the Microsoft Office User Specialist Excel Expert Exam. *Prerequisite: GIT110 or GIT120 and ACC111 or ACC201 / 3 credits.*

Payroll Accounting
ACC115. Payroll Accounting provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics covered include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, analyzing and journalizing payroll transactions and completing various federal and state forms. Students prepare business payroll in both a manual and computer format. *Prerequisite: ACC111 or ACC201/ 3 credits.*

VITA Practicum
ACC263. This Volunteer Income Tax Assistance (VITA) practicum provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue. The course trains students to assist taxpayers in filling out tax returns. Students also staff centers on Cape Cod, helping local residents complete their tax returns. *Prerequisite: ACC101 or ACC111 or ACC201. Co-requisite: ACC110 (may be taken concurrently) / 3 credits.*

Management Cooperative Work Experience
BUS261. Provides an opportunity to work in a management trainee or entry-level position in a business, government, or non-profit organization for no less than 150 hours to receive practical training in the functions of management. Includes joint evaluation of student's work by employer and management work experience coordinator. Limited to students enrolled in the Business Administration - Management Concentration program. *Prerequisite: Grade of C or better in ACC202 or ACC105, BUS100, BUS103, ENL101 and an evaluative interview with the instructor / 3 credits.*