Spring 2017

ACC 215

Computerized Accounting

**COURSE OUTLINE**

**Prerequisites:**

Prerequisite or co-requisite ACC 211 or equivalent.
*(Effective through Spring 2017. Removed for Fall 2017)*

**Course Description:**

Introduces the computer in solving accounting problems. Focuses on the operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-requisite ACC 211 or equivalent.

**Semester Credits:** 3 **Lecture Hours: 3 Lab/Recitation Hours: 0**

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**Course Outcomes**

**At the completion of this course, the student should be able to:**

1. Account for business entities including the creation of, operation of, and reporting for that entity in a computerized accounting environment
2. Account for diverse business transactions and prepare financial statements
3. Use QuickBooks Accounting navigation tools, shortcuts, lists, forms, and icons
4. Work with a Chart of Accounts to add, edit, delete, merge, and/or organize the accounts
5. Work with Cash transactions and reporting requirements including reconciling bank statements
6. Work with Customer: Job Lists to record sale transactions, give credits, and manage customer accounts
7. Work with Vendor Lists to record purchases of items for a company, receive the items and then pay the bills
8. Generate customer and vendor reports and pay sales taxes as appropriate
9. Set up Employees, use the Employee List and work will all phases of the payroll features including paying liabilities and generating reports
10. Generate graphs, Statements of Cash Flow, Tax Reports, and Payroll Reports
11. Use a Trial Balance, add Adjusting Entries as appropriate, and update the financial data for reporting purposes
12. Use the Journal to record entries, make corrections, or view the audit trail
13. Customize forms, reports and printouts using the Edit feature for templates and creating custom items with the Layout Designer
14. Prepare Budgets based on estimated costs and then prepare analysis to compare actual results with budgeted amounts
15. Calculate Variances for materials, labor and overhead under a Standard Cost System
16. Create computerized accounting information systems for small businesses using the Easy Step Interview in service and merchandising industries
17. Process corporate transactions, record transactions and report the results of operations
18. Use Process Billing and Estimates
19. Record Credit Card Sales and Account for Bad Debts
20. Use Memorized transactions and/or reports and the audit trail in a business entity
21. Use the export features with Excel and MS Word
22. Write business letters using application letter-writing features
23. Find and correct errors and differentiate among the options to Clear, Undo, Revert, Void, and Delete
24. Use all aspects of a computerized accounting systems from setup to financial reporting

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**Required Materials:**

USB drive 8 GB

**Textbook:**

Computerized Accounting with QuickBooks 2015 by Donna Kay. McGraw-Hill.

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Topical Description:

Wk 1 Introduction to course

Wk 2 Chapter 1: Quick Tour of QuickBooks 2015

Wk 3 Chapter 2: Customizing QuickBooks and the Chart of Accounts

Wk 4 Chapter 3: Banking

Wk 5 Chapter 4: Customers and Sales

Wk 6 Chapter 5: Vendors, Purchases, and Inventory

Wk 7 Chapter 6: Employees and Payroll

Wk 8 Chapter 7: Reports and Graphs

Wk 9 Spring Break

Wk 10 Chapter 8: New Company Setup

Wk 11 Chapter 9: Accounting for a Service Company

Wk 12 Chapter 10: Merchandising Corporation: Sales,Purchases,and Inventory

Wk 13 Chapter 11: Merchandising Corporation: Payroll

Wk 14 Chapter 12: Advanced QuickBooks Features for Accountants

Wk 15 Chapter 12: Advanced QuickBooks Features for Accountants

Wk 16 Review

Wk 17 Final Exam

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Notes to Instructors

(List information about optional topics, departmental exams, etc)

None