

ACC 110

Introduction to Computerized Accounting-- QuickBooks

COURSE OUTLINE

Prerequisites:

None

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.

This course presents beginning accounting in a practical manner so that it can be used in a small business using QuickBooks 2015. The course will cover all types of business organizations, setting up a business, financial statements, invoices, paying bills, checking accounts, and bank reconciliations within QuickBooks 2015.

This course is a Pass/Fail course with no tests. Participation is required in all three sessions to meet all course objectives. Each week we will be covering material that builds on the previous week.

Semester Credits: 1 Lecture Hours: 1 Lab/Recitation Hours: 0

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Course Outcomes

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

- Set up a new company in QuickBooks using the Easy Step Interview
- Customize QuickBooks Preferences for a company
- Identify which accounts are balance sheet accounts and which are Income Statement accounts
- Add, Edit, and Merge accounts to the Chart of Accounts for a company and specify they type of account used
- Add, Edit, and Manage customers, vendors and employees for a company
- Use Lists , Forms, and Registers to record and edit transactions for a company
- Enter transactions using Cash and reconcile the Bank Account for a company
- Enter sales transactions for cash sales and sales on account
- Show cash receipts when accounts are paid and make deposits
- Enter purchase transactions for a company

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Required Materials:

None

Textbook:

None

The following supplemental materials are available:

None

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Topical Description:

Class	Topics
1	<ul style="list-style-type: none">• Setup new company, modify chart of accounts, edit, delete, add new and hide accounts
2	<ul style="list-style-type: none">• Add customers, job, and vendors; Open and use registers for any QuickBooks Balance sheet account and reconcile bank statements. Invoice customers, receive payments, and make bank deposits.
3	<ul style="list-style-type: none">• Enter bills, pay bills, and write checks.• Analyze financial data and reports.

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Notes to Instructors

1. This course is a Pass/Fail course with no tests. Participation is required in all four sessions to meet all course objectives. Each week we will be covering material that builds on the previous week.
2. After completion of Acc 110, it can be suggested to students to register for more hands-on practical application of the software by enrolling in Acc 195 Intermediate QuickBooks and then Acc 295 Advanced QuickBooks. In addition, Acc 215 Computerized Accounting-QuickBooks (3 cr) is a 16 week hybrid course which is taught in the Spring semester and has a prerequisite or a corequisite of Acc 211 or equivalent.
3. If students have an interest in learning more about Microsoft Excel, instructors should suggest ITE 140 Spreadsheet Software.

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