

# Virginia Western Community College

## ACC 215

### Computerized Accounting

#### **Prerequisites**

MTE 1-3

#### **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.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0**

#### **Required Materials**

##### **Textbook:**

Computerized Accounting with QuickBooks Online by Yacht. 3rd Edition. McGraw-Hill.

##### **Other Required Materials:**

None

#### **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 with 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

### **Topical Description**

- Wk 1 Introduction to course
- Wk 2 Chapter 1: QuickBooks Online Test-drive
- Wk 3 Chapter 2: New Company Setup and the Chart of Accounts
- Wk 4 Chapter 3: Beginning Balances and October Transaction Register
- Wk 5 Chapter 4: Vendors and Inventory
- Wk 6 Chapter 5: Customers and Sales
- Wk 7 Chapter 6: December Source Transactions
- Wk 8 Chapter 7: Analysis and Reports - End of Fourth Quarter and Year
- Wk 9 Spring Break
- Wk 10 Chapter 8: January Source Documents
- Wk 11 Chapter 9: February Source Documents
- Wk 12 Chapter 10: March Source Documents and End of First Quarter
- Wk 13 Chapter 11: Certification, Report Customization and QB Labs
- Wk 14 Chapter 12: Apps, Updates, QuickBooks Blog and Tips
- Wk 15 Case Problems 1: Payroll and Importing Excel Data and 2: Budgeting

Wk 16 Case Problem 3: Your Name Accounting and Review for Final Exam

Wk 17 Final Exam

### **Notes to Instructors**

Student is prepared to sit for ***QuickBooks Certified User*** Exam after completing course.