

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

Required Materials

Textbook:

Computerized Accounting with QuickBooks Online by Yacht. 4th Edition. McGraw-Hill. Digital textbook and Connect provided through a student fee

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. Process corporate transactions, record transactions and report the results of operations
15. Record Credit Card Sales
16. Use Memorized transactions and/or reports and the audit trail in a business entity
17. Use the export features with Excel and MS Word
18. Find and correct errors and differentiate among the options to Clear, Undo, Revert, Void, and Delete
19. Use all aspects of a computerized accounting systems from setup to financial reporting

Topical Description

Introduction to course

Chapter 1: QuickBooks Online Test-drive

Chapter 2: New Company Setup and the Chart of Accounts

Chapter 3: Beginning Balances and October Transaction Register

Chapter 4: Vendors and Inventory

Chapter 5: Customers and Sales

Chapter 6: December Source Transactions

Chapter 7: Analysis and Reports - End of Fourth Quarter and Year

Chapter 8: January Source Documents

Chapter 9: February Source Documents

Chapter 10: March Source Documents

Chapter 11: Employees and Payroll

QuickBooks Certified User Test

Case 1 -Final Project

Notes to Instructors

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

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)