

**I. COURSE DESCRIPTION:**

Department Information  
Division: Business and Information Technology  
Department: Accounting  
Course ID: ACCT 047  
Course Title: Computerized Accounting  
Units: 3  
Lecture hrs: 3  
Laboratory hrs: None  
Prerequisite: None  
Co-requisite: None  
Departmental Advisory: None

Catalog Description: Provides a comprehensive overview of accounting software. Topics covered include the analysis of source documents and the use of accounting software to prepare, understand, and interpret financial statements for a variety of management purposes. Also includes the solution of accounting problems using spreadsheet software and creating spreadsheets using formulas and graphics. (Formerly ACCT 204/207)

Schedule Description: Provides a comprehensive overview of accounting software. Also includes the solution of accounting problems using spreadsheet software. (Formerly ACCT 204/207)

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: ONE**

**III. EXPECTED OUTCOMES FOR STUDENTS:**

Upon successful completion of the course, the student will be able to:

- A. Apply a basic knowledge of accounting to computer software;
- B. Recognize all phases of data entry in an accounting system as well as data retrieval in statements and reports;
- C. Apply basic general ledger software concepts that will be applicable to real-world package;
- D. Employ the tools necessary to investigate the source document and other accounting statements.
- E. Create industry specific company files.
- F. Understand and use the basic commands of spreadsheet software;
- G. Analyze and interpret existing spreadsheet problems within the constructs of generally accepted accounting principles;
- H. Create spreadsheet models designed to solve accounting problems by analyzing the problem and arriving at the solution through application of accounting principles and software technologies.

**IV. CONTENT:**

- A. Using the Sample Company: Rock Castle Construction
  1. Software Objectives
  2. Learning Objectives
  3. QB Tips
- B. QuickBooks Accounting for Service Businesses
  1. The Easy Step Interview
    - a) Software Objectives
    - b) Learning Objectives
    - c) QB Tips
  2. Service Business Transactions

- a) Software Objectives
- b) Learning Objectives
- c) QB Tips
- 3. End-of-Quarter Transactions
  - a) Software Objectives
  - b) Learning Objectives
  - c) QB Tips
  - d) Comprehensive Project I: Anne Owens Insurance Agency
  - e) Comprehensive Project 2: Matt Davis, Designer
  - f) Comprehensive Project 3: Student-Designed Service Business
- C. QuickBooks Accounting for Merchandising Businesses
  - 1. Accounts Payable
    - a) Software Objectives
    - b) Learning Objectives
    - c) QB Tips
  - 2. Accounts Receivable
    - a) Software Objectives
    - b) Learning Objectives
    - c) QB Tips
  - 3. Payroll
    - a) Software Objectives
    - b) Learning Objectives
    - c) QB Tips
  - 4. Merchandise Inventory and End-of-Year Activities
    - a) Software Objectives
    - b) Learning Objectives
    - c) QB Tips
- D. Advanced QuickBooks Features
  - 1. Using QuickBooks Pro 2004 and Microsoft Excel
    - a) Software Objectives
    - b) Learning Objectives
  - 2. Using QuickBooks Pro 2004 and Microsoft Word
    - a) Software Objectives
    - b) Learning Objectives
    - c) Comprehensive Project 7: Mesa Humane Society, Inc.
    - d) Comprehensive Project 8: Nazarian Rugs, Inc.
    - e) Comprehensive Project 9: Student-Designed Project
    - f) Appendix A: Installing QuickBooks Pro 2004
- E. Basic Excel User Skills
  - 1. Working with a Computer Program
  - 2. 1.Basic Spreadsheet Modeling-Worksheets with specialized commands
  - 3. Graphics-Using graph and printgraph commands
  - 4. Macros-Developing and saving macros, designs, debugging
  - 5. Financial problem-solving
  - 6. Model-building problems

**I. METHODS OF INSTRUCTION: (Please check all that apply and add any additional not listed.)**

- [Lecture](#)
- [Class and/or small group discussion](#)
- Critical evaluation of texts, newspapers, journal articles, and other printed research
- [Critical evaluation of](#) films, [videotapes](#), audiotapes, or other media forms
- Classroom demonstrations
- Field trips

- \_\_\_\_\_ Guest speakers  
 Other: Interactive presentations  
 Other: Homework assignment presentation  
\_\_\_\_\_ Other:

**VI. TYPICAL OUT-OF-CLASS ASSIGNMENTS:**

- A. Reading Assignment. Reading assignments are required and may include (but are not limited to) the following: Read the chapter on setting up your company. Using the accounting software, set up your assigned company, print out the chart of accounts and company information.
- B. Writing Assignment. Writing assignments are required and may include (but are not limited to) the following: Identify the three different ways that provides for recording transactions using the double-entry system. Describe the primary advantage of each approach. Discuss which, if any, of these approaches is preferable and why.
- C. Critical Thinking Assignment. Critical thinking assignments are required and may include (but are not limited to) the following: Design an accounting system for your assigned company. Using the accounting software, set up your company, incorporating your design.

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**VII. EVALUATION:**

A student's grade will be based on multiple measures of performance and will reflect the objectives explained above. A final grade of "C" or better should indicate that the student has the ability to successfully apply the principles and techniques taught in this course. These evaluation methods may include, but are not limited to, the following (Please check all that apply, and add additional ones not listed):

- \_\_\_\_\_ Portfolios  
 Projects  
 Written papers or reports  
 Presentations (oral and visual)  
\_\_\_\_\_ Work performance (internships or field work)  
\_\_\_\_\_ Lab work  
 Comprehensive examinations (cumulative finals or certifications)  
 Peer evaluation  
 Self evaluation  
 Classroom participation  
 Homework  
\_\_\_\_\_ Other:  
\_\_\_\_\_ Other:  
\_\_\_\_\_ Other:

**VIII. TYPICAL TEXTS:**

- A. Hermanson, Roger and Rosanne G. Walker. Computer Accounting Essential using ePeachtree, 2<sup>nd</sup> ed. Chicago: McGraw Hill Publishing, 2004
- B. Owen, Glen. Using Quickbooks Pro 3<sup>rd</sup> ed. Cincinnati: South-Western Educational Publishing, 2004
- C. Ulmer, Donna, Computer Accounting with QuickBooks Pro, 2004 McGraw Hill Publishing, 2004
- D. Klooster, Dale. Integrated Accounting for Windows, 4<sup>th</sup> ed. Cincinnati: South-Western, 2004.
- E. Smith, Gaylord. Excel Applications for Accounting Principles 2<sup>nd</sup> ed., Cincinnati: South-Western Educational Publishing, 2004

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS:** 10 floppy disks or 1 100mb zip cartridge