

## Acct 176 Computerized Accounting Functions

**INSTRUCTOR:**

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**TEXT:**

Owen, Quickbooks Pro for Accounting 2001 Southwestern Publishing, 2001

**DESCRIPTION:**

Introduction to computer applications in an accounting environment. Students will analyze transactions, enter data into a computerized accounting system and prepare various financial reports. Included are integrated general journals and ledgers, ledger accounts such as accounts receivable and payable, depreciation, inventory, and a computerized payroll system. 1 lecture hour, 2 lab hours to be arranged by student with instructor. Prerequisites: Acct 113, or Acct 150; CIS 102. ( Basic accounting and computing skills are a must to enroll in this class.)

| <b><u>LEARNING OBJECTIVES</u></b>  | <b><u>General Education Goals addressed*</u></b> |
|--|--|
| <b>While using Quickbooks, students will learn to:</b>   |  |
| Prepare and customize various financial statements, such as the income statement, balance sheet, and the statement of cash flows.          | DL,L,CT  |
| Create a variety of supporting reports that will help make business decisions.   | DL, L, CT  |
| Set up a business's computerized accounting system from scratch.   | DL,L CT  |
| Input all cash-oriented business activities, such as operating, investing, and financing activities.                                       | DL,L CT  |
| Input any other business activity that does not involve cash, such as buying supplies on account, or making a purchase order.              | DL,L CT  |
| Adjust the year-ending or period-ending books, so that the records and various reports are more accurate.                                  | DL,L CT  |
| Produce monthly and annual budgets that will allow managers to compare actual results with projected amounts, and thus identify variances. | DL,L CT  |
| Create reports and graphs that will assist manager to run their business better.   | DL,L CT  |
|  |  |
| <b>*General Education Goals:</b>   | <b>Code:</b>                                     |
| <b><u>Disciplinary Learning:</u></b> Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.        | DL   |

|  |     |
|--|-----|
| <b><u>Literacy:</u></b> Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options.  | L   |
| <b><u>Critical Thinking:</u></b> Competency in analysis, syntheses, problem solving, decision making, creative exploration, and formulation of an aesthetic response.  | CT  |
| <b><u>Social and Personal Responsibility:</u></b> Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.  | SPR |
| <b><u>Using Resources:</u></b> Skills in accessing, and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively. | UR  |

### **STUDENT SUCCESS:**

The keys to success in this Computerized Accounting course will be the student's decision to:

- work through all steps in the tutorial in the text. It is excellent!
- read and reread the text, particularly the examples,
- do all assignments on time,
- attend all classes.

### **EVALUATION:**

Grades will be based on your homework, the completed project, and attendance at the once a week session. Homework or project assignments will be due at the start of the class period. Late homework will receive a substantial point reduction. Points will be awarded as follows:

| <u>A Student Activity (subject to change)</u>           | <u>POINTS POSSIBLE</u> |
|---|------------------------|
| • Weekly Homework (8 assignments @ 10 points each)      | 80                     |
| • Attendance, Classroom Activities.                     | 40                     |
| • Project(Ocean Flowers Continuing Case)                | 80                     |
|   | ----                   |
| (Note: specifics of what is due will be given in class) | 200 pts.               |

### **Grade Standards:**

|              |              |               |
|--------------|--------------|---------------|
| A = 100%-93% | A- = 92%-90% |               |
| B+ = 89%-87% | B = 86%-83%  | B- = 82%-80%  |
| C+ = 79%-77% | C = 76%-73%  | C- = 72%-70%  |
| D+ = 69%-67% | D = 66%-60%  | F = below 60% |

## SCHEDULE OF STUDENT ACTIVITIES USING QUICKBOOKS

| • Student activities   | <u>Relevant Chapter(s)</u>   | <u>Estimated Week of Completion</u> |
|--|------------------------------|-------------------------------------|
| • Take a tour of Quickbooks, prepare an Income statement and a Balance Sheet                       | Chapter 1, sessions 1-3.     | Week 2                              |
| • Prepare a Statement of Cash Flows, and create Supporting Reports to Help Make Business Decisions | Chapter 1, sessions 4 and 5. | Week 3                              |
| • Set up an Business's Accounting System   | Chapter 2                    | Week 4                              |
| • Complete Various Cash-Oriented Business Activities   | Chapter 3                    | Week 5                              |
| • Complete Additional Business Activities  | Chapter 4                    | Week 6                              |
| • Make a Variety of Adjusting Entries  | Chapter 5                    | Week 7                              |
| • Perform Some Budgeting Functions   | Chapter 6                    | Week 8                              |
| • Prepare Various Business Reports   | Chapter 7                    | Week 9                              |
| • Complete First portion of the project  | Ch'apters 2-4                | Week 10                             |
| • Complete project   | Chapters 5-7                 | Week 11                             |