Coffeyville Community College

BUSN-154OL

COURSE SYLLABUS

FOR

Computerized Accounting (QuickBooks)

Carolyn Nelson

Instructor

Fall 2015

COURSE NUMBER:	BUSN – 154OL
COURSE TITLE:	Computerized Accounting
CREDIT HOURS:	3
INSTRUCTOR:	Carolyn Nelson
OFFICE LOCATION:	Weinberg Hall 121
OFFICE HOURS:	As posted
TELEPHONE:	620-251-7700, ext. 2063
E-MAIL:	nelson.carolyn@coffeyville.edu
PREREQUISITES:	Financial Accounting or permission of instructor
REQUIRED TEXT:	Computerized Accounting with QuickBooks 2015, Kathleen Villani/James Rosa, ISBN 978-0-76386-501-6
COURSE DESCRIPTION:	This course is designed to teach how the computer is used as an accounting tool. It is not intended to teach any new accounting concepts, but rather how accounting procedures can be applied through computer applications with the use of a general ledger software package. Also included are chapters for accounts receivable, accounts payable, payroll and inventory management.

EXPECTED LEARNER OUTCOMES:

Part 1 Quick Tour of QuickBooks

1. Install QuickBooks, start and open company.
2. Navigate with tool bar.
3. Save company files, backup and close.

Part II Vendors

1. Enter Bills.
2. Pay Bills.
3. Cash Payments.

Part III Customers

1. Create Invoices.
2. Receive Payments.
3. Enter Sales Receipts.
4. Make Deposits.

Part IV Period-End Procedures

1. Make General Journal Entries.

Part V Inventory

1. Receive Items.
2. Sell Items.
3. Process Sales Discounts.
4. Adjust Quantity/Value on Hand.
5. Pay Sales Tax.

Part VI New Company Setup

1. Use a Detailed Start.
2. Use Easy-Step Interview and QuickBooks Setup.

Part VII New Company Setup

1. Use Express Start.
2. Use Set Up Company Preferences.

Part VIII Payroll Setup

1. Use Custom Setup.

Part IX Payroll Processing

1. Pay Employees.
2. Pay Payroll Liabilities.
3. Process Payroll Forms.

Part X Banking

1. Transfer Funds.
2. Reconcile Accounts.
3. Enter Credit Card Charges.

Part XI Jobs and Time Tracking

1. Record Job Income.
2. Record Job Payroll Expenses.
3. Track Time for Employees and Jobs.
4. Create Customer Statements.

Part XII Customizing Your Company File

1. Customize the Desktop, Invoices, Letters.
2. Use Memorized Transactions.
3. Develop Graphs.
4. Do Fiscal Year Reporting.

LEARNING TASKS & ACTIVITIES: This class will be taught by a combination of student learning exercises and problems. The textbook serves as a guide for working company

files. Class discussion questions will be used to clarify the concepts. Problems and exercises will be assigned to demonstrate the practical application of the topics under discussion.

ASSESSMENT OF OUTCOMES: Chapter Exercises/Problems will be assigned in this Moodle online class. Students will be held responsible for completion.

Quizzes are after each chapter and are accessed through this online class in Moodle.

Key Concepts Quizzes are after each chapter as well and are accessible in this Moodle online class, Homepage.

Final Comprehensive Problem will be given in this Moodle online class, homepage. It will include setting up a company, recording transactions, and reporting such transactions.

Grades will be based on the following:

	Points
Chapter Exercises / Problems(12 chpts. @50pts)	600
Quizzes (12 chapters @ 20 pts.)	240
Key Concept Quizzes (12 chpts. @ 10 pts)	120
Final Comprehensive Problem	300
Total Points	1,260

Grade	*Percentages*	*Total Points*
A	100-90%	1,260 – 1,134
B	89-80%	1,133 – 1,008
C	79-70%	1,007 – 882
D	69-60%	881 – 756
F	Below 60%	Below 756

ADDITIONAL INFORMATION: Student Responsibilities include completing coursework according to the course schedule. Each due date must be met. Please pay attention to such dates.

Disabilities that require any accommodation or other assistance should make an appointment to speak with me as soon as possible.

Plagiarism and cheating will not be tolerated.

THIS SYLLABUS IS SUBJECT TO REVISION WITH PRIOR NOTICE TO THE STUDENT BY THE INSTRUCTOR.