COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Accounting Software Application
COURSE NUMBER	BUSN-0124
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0305, 52.0401
CREDIT HOURS	Hours
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

PROGRAM LEARNING OUTCOMES

Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLOs

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS

http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. REVIEW OF ACCOUNTING PRINCIPLES
     A. Review of manual accounting systems.
          1. Review of the accounting cycle
          2. Review of the rules of debits and cre dits
          3. Review of the preparation of financial statements
II. EXPLORING QUICKBOOKS COMPLETE ACCOUNTING
     A. QuickBooks 2013
          1. Overview
          2. Open a Company File
          3. Create Backup Copy
          4. Restore a Backup Copy
     B. Vendors
          1. Enter Bills
          2. Pay Bills
          3. Cash Payments
     C. Customers
          1. Create Invoices
          2. Receive Payments
          3. Enter Sales Receipts
          4. Make Deposits
     D. Period-End Procedures
          1. Make General Journal Entries
     E. Inventory
          1. Receive Items
          2. Sell Items
          3. Process Sales Discounts
          4. Adjust Quantity/Value on Hand
          5. Pay Sales Tax
     F. New Company Setup—Detailed Start
          1. EasyStep Interview
          2. QuickBooks
     G. New Company Setup—Express Start
          1. Set Up Company Preferences
     H. Payroll Setup
          1. Custom Setup
     I. Payroll Processing

        1. Pay Employees
        2. Pay Payroll Liabilities
        3. Process Payroll Forms
    J. Banking
        1. Transfer Funds
        2. Reconcile Accounts
        3. Enter Credit Card Charges
    K. Jobs and Time Tracking
        1. Record Job Income
        2. Record Job Payroll Expenses
        3. Track Time for Employees and Jobs
        4. Create Customer Statements
    L. Customizing Your Company File
        1. Desktop
        2. Invoices
        3. Letters
        4. Memorized Transactions
        5. Graphs
        6. Fiscal Year

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to describe a manual accounting system.
   1. Be able to use accounting vocabulary for decision-making.
   2 Be able to prepare journal entries for a service business.
   3. Be able to describe the posting process and the trial balance.
   4. Be able to prepare adjusting entries.
   5. Be able to describe the information contained on the four financial   statements.
   6. Be able to prepare closing entries.

B. Be able to demonstrate basic usage of QuickBooks Accounting.
   7. Be able to backup and restore data.
   8. Be able to analyze vendor transactions.
   9. Be able to analyze customer transactions.
   10. Be able to analyze employee transactions.
   11. Be able to analyze job cost transactions.
   12. Be able to analyze payroll transactions.

C. Be able to use QuickBooks Accounting to record accounting transactions for a service business.
   13. Be able to enter beginning balances of a service business.
   14. Be able to record cash receipts and disbursements of a service business.
   15. Be able to prepare a bank reconciliation.
   16. Be able to record adjusting entries.
   17. Be able to perform the fiscal year closing.

D. Be able to use QuickBooks Accounting to record accounting transactions for a merchandising business.
    18. Be able to record accounts payable transactions.
    19. Be able to record accounts receivable transactions.
    20. Be able to record payroll transactions.
    21. Be able to record inventory transactions.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.