

COURSE SYLLABUS

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| LAST REVIEW | Spring 2021 |
| COURSE TITLE | Computerized Accounting |
| COURSE NUMBER | BUSN 0209 |
| DIVISION | Math, Science, Business & Technology |
| DEPARTMENT | Business |
| CIP CODE | 52.0305, 52.0401 |
| CREDIT HOURS | 3 |
| CONTACT HOURS/WEEK | Class: 3 |
| PREREQUISITES | Accounting I (BUSN-0101) with a "C" or better |
| 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 setting up a company, recording accounting events, troubleshooting entry errors, and preparing reports within an accounting software. Students will relate the workings of the journals and ledgers to the behind the scene functions and structure of an accounting software.

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

Accounting AAS Program Learning Outcomes

1. Recording financial events

Demonstrate proficiency in recording economic transactions and preparing financial statements in accordance with accounting principles.

2. Set up and use Accounting software

Demonstrate knowledge in setting up and maintaining a computerized set of accounting books.

5. Technology and communication in business

Demonstrate the ability to communicate and utilize technology in a business environment.

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. EXPLORING QUICKBOOKS

- A. Customizing QuickBooks and the chart of accounts
- B. Banking
- C. Customer transactions
- D. Vendor transactions
- E. Payroll transactions
- F. Running reports and graphs

II. QUICKBOOKS ACCOUNTING FOR ENTREPRENEURS

- A. New company setup
- B. Service company transactions
- C. Merchandising transactions
- D. Advanced features for accountants

III. QUICKBOOKS EXTRAS

- A. Installation and registration of QuickBooks
- B. Backup and restore functions

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. Be able to describe a manual accounting system.
- B. Be able to demonstrate basic usage of QuickBooks Accounting.
- C. Be able to demonstrate an ability to use QuickBooks Accounting for a service business.
- D. Be able to demonstrate an ability to use QuickBooks Accounting for a merchandising business.
- E. Be able to demonstrate the ability to use QuickBooks Accounting to perform accounting analyses for a business.

ASSESSMENT OF COURSE LEARNING OUTCOMES

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>.