



**MERCER**  
COUNTY COMMUNITY COLLEGE

## COURSE OUTLINE

Course Number	Course Title	Credits
<b>ACC 207</b>	<b>Computerized Accounting</b>	<b>3</b>
Hours: 2 Lecture/ 2 Lab	ACC106 or ACC111 with a minimum grade of C	Implementation Fall 2022

**Catalog description:**

Introduction to general ledger accounting on PCs. Students a working knowledge of QuickBooks and an understanding of other extant accounting software packages.

**General Education Category:**  
**Not Gen Ed**

**Course coordinator:** Program Coordinator Josie Mathias, 609-570-3441, [mathiasj@mccc.edu](mailto:mathiasj@mccc.edu)  
**Course coordinator:** Prof Ken Horowitz, 609-570-3468, [horowitk@mccc.edu](mailto:horowitk@mccc.edu)

**Required texts & Other materials:**

**Computerized Accounting with Quickbooks 2021**  
**Kathleen Villani and James B Rosa**  
**Paradigm Education Solutions, a Division of Kendall Hunt (Cirrus) ISBN: 9781792460456**

Access to a PC (not MAC)

Flash Drive for backup files. Manufacturer: Student Choice.

**Course Student Learning Outcomes (SLO):**

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

1. Use Quickbooks to maintain financial and other data for a company, complete the accounting cycle: and prepare financial statements. (ILG #1, 2, 11) (PLO#1, PLO#5)
2. Use Quickbooks as a complete business management system (ILG #1, 11) (PLO#1, PLO#5)
3. Research other accounting and business software packages, including a comarison and contrast with Quickbooks. ILG #1] (PLO#1, PLO#5)
4. Develop computerized accounting skills to enable proficiency with any relational data-base system (RDBS). (ILG #1, 2, 11) (PLO#1, PLO#5)

### **Course-specific Institutional Learning Goals (ILG):**

**Institutional Learning Goal 1. Written and Oral Communication in English.** Students will communicate effectively in both speech and writing.

**Institutional Learning Goal 2. Mathematics.** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

**Institutional Learning Goal 11. Critical Thinking:** Students will use critical thinking skills understand, analyze, or apply information or solve problems.

### **Program Learning Outcomes for AAS Accounting (PLO)**

1. Perform all the steps of the accounting cycle for sole proprietorships, partnerships, and corporations;
2. Compute and record financial transactions that are unique to governmental and not-for-profit institutions such as hospitals, colleges, and universities;
3. Analyze financial statements, prepare managerial reports, and suggest appropriate actions to alleviate or eliminate problems;
4. Implement an effective system of internal control;
5. Utilize the computer to record accounting information and perform spreadsheet analysis;
6. Research printed and electronic resources, evaluate the quality of the information, and report findings orally and/or in written reports.

### **Units of study in detail – Unit Student Learning Outcomes:**

Chapter 1: QuickBooks 2021 - Overview, Open a Company File, Create a Backup Copy, Restore a Backup Copy, Change the Company Name [Supports Course SLO #1]

Learning Objectives:

1. Describe the differences and similarities between manual and Computerized accounting.
2. Identify the four levels of operation within QuickBooks.
3. Open QuickBooks.
4. Open a company file.
5. Make a backup copy of a company file.
6. Restore a backup copy of a company file.
7. Change the company name in a company file.

Chapter 2: Vendors - Adding Vendors, Creating and Paying Bills [Supports Course SLO #1, 2]

Learning Objectives:

1. Identify the system default accounts for vendors.

2. Update the Vendor Center.
3. Record purchases on account in the Enter Bills window.
4. Process credit memos in the Enter bills window.
5. Record payments of accounts payable in the Pay Bills window.
6. Record cash purchases in the Write Checks window.
7. Display and print vendor-related reports.

### Chapter 3: Customers - Adding Customers, Creating Invoices, Receiving and Depositing Payments [Supports Course SLO #1, 2]

#### Learning Objectives:

1. Identify the system default accounts for customers.
2. Update the Customer Center.
3. Record sales on account in the Create Invoices window.
4. Record collections of accounts receivable in the Receive Payments window.
5. Record cash sales in the Enter Sales Receipts window.
6. Record deposits in the Make Deposits window.
7. Display and print customer-related reports.

### Chapter 4: Period-End Procedures - Making Journal Entries [Supports Course SLO #1, 2]

#### Learning Objectives:

1. Update the Chart of Accounts List.
2. Record adjustments in the Make General Journal Entries window.
3. View the effect of period-end adjustments on the trial balance.
4. Display and print period-end reports.
5. Change the reports display using the Customize Reports button.
6. Display and print accounting reports and financial statements.

### Chapter 5 – Inventory - Receiving and Selling Items, Processing Sales Discounts, Adjusting Quantity/Value on Hand, Paying Sales Tax [Supports Course SLO #1, 2, 4]

#### Learning Objectives:

1. Identify the two inventory systems. 2 . Update the Item List.
3. Record purchases of inventory items in the Enter Bills and Write Checks windows.
4. Identify transactions requiring sales tax.
5. Process sales discounts.
6. Record Adjustments to inventory items in the Adjust Quantity/Value on Hand window.
7. Record payment of sales tax in the Pay Sales Tax window. 8. Display and print inventory-related reports.
9. Display and print accounting reports and financial statements.

### Chapter 6 – New Company Setup – Detailed Start - EasyStep Interview and QuickBooks Desktop Setup [Supports Course SLO #1, 2, 3, 4]

Learning Objectives:

1. Create a new company file and establish preferences using the QuickBooks Detailed Start method and EasyStep Interview window.
2. Set up the Customer Center, Vendor Center and Item List using the QuickBooks Desktop Setup window.
3. Review information recorded in the EasyStep Interview and QuickBooks Desktop Setup windows.
4. Customize the Chart of Accounts List, System Default Accounts and Terms List.
5. Update the Chart of Accounts and Item Lists.
6. Update the Customer Center and Vendor Center.
7. Adjust the new company file to follow the accrual basis of accounting.
8. Display and print accounting reports and financial statements.

Chapter 7 – New Company Setup – Express Start - Setting Up Company Preferences [Supports Course SLO #1, 2]

Learning Objectives:

1. Create a new company file using the QuickBooks Express Start window.
2. Set up a company file password.
3. Establish preferences.
4. Update the Chart of Accounts. List.
5. Customize the system default accounts and Terms List.
6. Update the Item List.
7. Update the Customer Center and the Vendor Center.
8. Adjust the new company file to follow the accrual basis of accounting.
9. Display and print accounting reports and financial statements.

Chapter 8 – Payroll Setup - Customizing Payroll Setup [Supports Course SLO #1, 2, 4]

Learning Objectives:

1. Review payroll terminology
2. Activate the payroll preference.
3. Customize payroll system default accounts.
4. Customize and update the Chart of Accounts List for payroll.
5. Set up payroll to accept manual entries.
6. Customize the Payroll Item List for payroll items created by QuickBooks.
7. Update the Payroll Item List.
8. Display and print the Payroll Item Listing report.

Chapter 9 – Payroll Processing - Paying Employees, Paying Payroll Liabilities, Processing Payroll Forms [Supports Course SLO #1, 2]

Learning Objectives:

1. Review accounting for payroll transactions.
2. Update the Employee Center.

3. Record payroll in the Pay Employees window.
4. Record payments of payroll taxes in the Pay Liabilities window.
5. Display and print payroll-related reports, accounting reports and financial statements.

#### Chapter 10 – Banking - Transferring Funds, Reconciling Accounts, Entering Credit Card Charges [Supports Course SLO #1, 2, 3, 4]

##### Learning Objectives:

1. Transfer funds between accounts using the Transfer Funds Between Accounts window.
2. Reconcile cash accounts using the Reconcile window.
3. Enter credit card charges using the Enter Credit Card Charges window.
4. Pay credit card charges using the Write Checks window.
5. Display and print banking-related reports, accounting reports and financial statements.

#### Chapter 11 – Jobs and Time Tracking - Recording Job Income and Job Payroll Expenses, Tracking Time for Employees and Jobs, Creating Customer Statements [Supports Course SLO #1, 2]

##### Learning Objectives:

1. Add a job to the Customer Center.
2. Record and allocate payroll incurred for a specific job in the Pay Employees window.
3. Record and allocate services rendered for a specific job in the Create Invoices window.
4. Set up Time Tracking.
5. Track employee time for each job using the Weekly Timesheet window.
6. Pay employees using Time-Tracking data.
7. Create invoices using Time-Tracking data.
8. Create customer statements.
9. Display and print Job and Time-Tracking Reports, accounting reports and financial statements.

#### Chapter 12 – Customization of Your Company File - Customizing the Desktop, Invoices, Letters, Memorized Transactions, Graphs, Fiscal Year [Supports Course SLO #2]

##### Learning Objectives:

1. Customize the desktop with the Home page and Icon bars.
2. Customize Lists and Centers (including sub-accounts), merge entries and create custom fields.
3. Customize Activities (including an Activity window display and related invoice), QuickBooks Letter in Microsoft Word and memorize transactions.
4. Customize Reports (including the appearance of reports), memorize settings, export a report into Microsoft Excel, process multiple reports, change report default settings a view and print a graph.
5. View fiscal year closing, set up closing date and prepare for new fiscal year.

**Evaluation of student learning:**

All course student learning outcomes will be assessed by the following activities.  
Test questions will be selected to evenly assess all expected outcomes.  
Grades will be assigned as detailed below

Projects (12)	80%
Writing Assignment	10
Classwork/Discussion Board	<u>10</u>
	100%