

Moberly Area Community College Common Syllabus

ACC214 Computerized Accounting Applications: Quickbooks Current Term

Instructor:

Office number:

Office hours:

Response Time: I typically respond to students emails within 24 hours, Monday through Friday.

Contact information:

Classroom number:

Section number(s):

Class days and time:

Catalog Description:

ACC214 Computerized Accounting Applications: Quickbooks (3-0-3)
Students will learn to use an integrated accounting computer program to do basic areas of accounting, such as payables, receivables, payroll, depreciation, inventory, etc., and to prepare accounting statements and reports. Students will learn through problem solving and practice sets to establish a set of computerized books for a new business or for an existing business that has been utilizing a manual accounting system.

Prerequisite or Corequisite:

BOA261 Spreadsheet Applications

Text(s): Williams. *Computerized Accounting with Quickbooks*. 7th Edition.
ISBN: 978-1-61853-574-0

Other Required Materials:

Purpose of Course:

The purpose of the course is to enable students to master an integrated automated accounting software package that covers the major areas of computerized accounting systems-general ledger, accounts payable, accounts receivable, payroll and depreciation. Students will demonstrate the ability to apply basic accounting principles and concepts as they apply to a small business while using an integrated accounting package.

Course Objectives (CO):

Upon successful completion of this course, students will be able to:

1. Be able to demonstrate an understanding of the financial accounting cycle.

2. Be able to demonstrate a basic understanding of computer software used in business.

Course Content:

1. Quick Tour of Quickbooks
2. Customizing Quickbooks and the Chart of Accounts
3. Banking
4. Customers and Sales
5. Vendors, Purchases, and Inventory
6. Employees and Payroll
7. Reports and Graphs
8. New Company Setup
9. Accounting for a Service Company
10. Accounting for a Merchandising Corporation

Statement to Connect Course with Institutional Student Level Outcomes:

In compliance with MACC's Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Managing Information:** Students will demonstrate the ability to discern when there is a need for information; and to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

EVALUATION OF STUDENT LEARNING:

Grade Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59 and below

Evaluation:

(State the way learning objectives will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

Description of Major Assignment(s)/Project(s):

Per instructor

INSTRUCTOR POLICIES

Tardiness:

Per instructor's policy

Make-up and late work:

Per instructor's policy

Extra-credit work:

Per instructor's policy

Schedule of Student Assignments/Activities:

(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

Other:

List any other instructor policies.

COLLEGEWIDE POLICIES:

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).