

ACC207 Computerized Accounting – Administrative

Course Information

Organization	Mercer County Community College
Course Number	ACC 207
Credits	3

Catalog Description

An introduction to general ledger accounting on PCs. Students will acquire a working knowledge of QuickBooks and an understanding of other extant accounting software packages. Service and merchandising firms emphasized.

Prerequisites

ACC106 or ACC111 or with a minimum grade of C

Revised: Spring 2019

Course Competencies/Goals

- A. Attain a comprehensive skill set with QuickBooks Pro Accounting Software
- B. Attain sufficient mastery of data base management systems to be able to effectively handle any computerized accounting system
- C. Improve file management skills
- D. Improve Windows operating system skills

General Education Outcomes

- Goal 1 Communication. Students will communicate effectively in both speech and writing.
- Goal 2 Mathematics. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
- Goal 4 Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Goal 9 Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills:

Goal A: Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Goal B: Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Goal C: Ethical Decision-making. Students will recognize, analyze and assess ethical issues and situations.

Goal F: Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.

PART I: GETTING STARTED WITH QUICKBOOKS® ACCOUNTANT

Chapter One: An Interactive Tour of QuickBooks® Accountant

Learning Objectives:

1. Discuss QuickBooks Accountant's basic features. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Restore, open, backup and close a QuickBooks Accountant file. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Identify the components and menus available in the QuickBooks Accountant window. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Use QuickBooks Accountant Help Resources. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Examine a few forms and reports available in QuickBooks Accountant. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Two: Preparing a Balance Sheet Using QuickBooks® Accountant

Learning Objectives:

1. Create a comparative balance sheet and a summary balance sheet. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Investigate detail supporting balance sheet items. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Use the Balance Sheet Report button bar. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Create a balance sheet as of a specific date other than the system date. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Print a balance sheet. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Three: Preparing an Income Statement Using QuickBooks® Accountant.

Learning Objectives:

1. Create income statements for different time periods. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Create an income statement with year-to-date comparative information. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A,

B, C, F)

3. Investigate the detail underlying income statement items. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

4. Use the Income Statement Report button bars. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

5. Print an income statement. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Four: Preparing a Statement of Cash Flows Using QuickBooks® Accountant

Learning Objectives:

1. Create and customize a statement of cash flows for a specific period. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

2. Investigate the detail underlying statement of cash flow items. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

3. Format and Print a statement of cash flows. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Five – Creating Supporting Reports to Help Make Business Decisions

Learning Objectives:

1. Create, print and analyze an Accounts Receivable Aging Report. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

2. Create and print a Customer Account Balance Summary. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

3. Create, print and analyze an Inventory Valuation Summary. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

4. Create, print and analyze an Accounts Payable Summary. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

5. Create and print a Vendor Balance Summary. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

PART 2: CREATING A QUICKBOOKS ACCOUNTANT FILE TO RECORD AND ANALYZE BUSINESS EVENTS

Chapter Six – Setting Up Your Business's Accounting System

Learning Objectives:

1. Create a new company file using the EasyStep Interview. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

2. Set up company preferences. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

3. Set up company items. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
 4. Set up customers, vendors and accounts. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
 5. Set up payroll and employees. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
- Create a backup file. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Seven – Cash-Oriented Business Activities

Learning Objectives:

1. Record cash-oriented business transactions classified as financing activities, such as owner contributions. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record cash-oriented business transactions classified as investing activities, such as equipment purchases. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Record cash-oriented business transactions classified as operating activities, such as inventory purchases, sales and payroll. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Evaluate a firm's performance and financial position. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Eight – Additional Business Activities

Learning Objectives:

1. Record additional business transactions classified as financing activities, such as repayment of loans. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record additional business transactions classified as investing activities, such as selling short-term investments for a gain or loss. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Record additional business transactions classified as operating activities, such as purchasing and selling inventory on account. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Record business transactions classified as non-cash investing and financing activities, such as the purchase of equipment with long-term debt. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Nine – Adjusting Entries

Learning Objectives:

1. Accrue expenses incurred but not yet recorded. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Accrue revenues earned but not yet recorded. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Accrue expenses incurred but previously deferred. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Adjust for unearned revenue. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Prepare a bank reconciliation and record related adjustments. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Ten – Budgeting

Learning Objectives:

1. Create budgets for revenues. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Create budgets for expenses. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Create a budget for assets, liabilities and equities. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Create a budgeted income statement. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Create a budgeted balance sheet. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Eleven – Reporting Business Activities

Learning Objectives:

1. Create and memorize a customized income statement. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Create and memorize a customized balance sheet. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Create graphs to illustrate financial information. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Create additional detail reports. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Export reports to excel. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Twelve – Managing Fixed Assets

Learning Objectives:

1. Create a new client in the fixed asset management application. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Create and modify the fixed asset item list. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Synchronize the fixed asset item list with the fixed asset management application. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Change fixed asset details. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Create a report of depreciation for a specific period. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
6. Generate and post a depreciation adjusting journal entry. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
7. Generate projections of future depreciation. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
8. Account for the disposal of a fixed asset. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Grading Information

Grading Scale

80%	Projects
10%	Writing Assignment
10%	Class Work

Guidelines for Success

CLASS ACTIVITY: Students are expected to be active and engaged throughout the course. Check into the course several times a week and be timely in posting to the Discussion Fora.

HOMEWORK, PROJECTS AND WRITING ASSIGNMENT: Students will keep up with the Schedule and Assignments. All items must be submitted on time. Projects are submitted as backup files uploaded to the appropriate Drop Box. See the instructions for the writing assignment posted on Blackboard.

WITHDRAWALS: If a student decides to discontinue attending the course, it is the student's responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" grade for the course. Before withdrawing, discuss your concerns with your instructor.

ONLINE CLASSROOM CONDUCT: Students are expected to follow ordinary rules of courtesy in all communications within this course.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED DISABILITIES: Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

ACADEMIC INTEGRITY: Academic integrity refers to the total quality of the search for knowledge which a student undertakes. A student will be guilty of violating academic integrity if he/she:

- a. knowingly represents the work of others as his/her own.
- b. uses or obtains unauthorized assistance in the execution of an academic work
- c. gives fraudulent assistance to another student.

For any single violation of any of the College's policies on Academic Integrity in this course, the student will receive a zero for the assignment AND the final course grade will be lowered by one full letter grade (for example, a B would become a C). For a second violation, the student will fail the course. In all cases, the Chair of the Academic Integrity Committee will be notified of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed in this course. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.