COURSE INFORMATION

COURSE TITLE
ACC125 Computerized Accounting

COURSE DESCRIPTION
Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

CREDIT HOURS
3

SUGGESTED PREREQUISITE KNOWLEDGE
A basic knowledge of accounting principles is recommended.

CCCOnline Course Policies

The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
COURSE MATERIALS

Your textbook is available online as an eText. You also have access to the eLab and QuickBooks software. You do not need to purchase any additional materials. For specific information on refund policies and the optional black and white textbook available for purchase please contact the CCCOnline bookstore.

MINIMUM COMPUTER REQUIREMENTS

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

Please note that the QuickBooks software provided with this course is the Windows version. You must have access to a computer that is running windows, either a PC or a MAC that has Windows installed, to be able to successfully install the QuickBooks software.

REQUIRED eText

MAIN eText


DIGITAL MATERIALS ACCESS AND SETUP

This course uses Vital Source which integrates the eText directly into the course site.

- Visit the Vital Source Course Start page for details on first access of the materials.

To make sure your computer is set up correctly to access the eText and other digital content, review the Vital Source Technical Support page, also linked in the Technical Support Module.
**COURSE COMPETENCIES AND OUTCOMES**

**STUDENT COMPETENCIES**

The competencies you will demonstrate in this course are as follows:

A. Understand how to setup and maintain a company on an accounting system  
B. Analyze and manage inventory  
C. Understand how to set up payroll  
D. Track credit cards  
E. Understand how to calculate and pay sales taxes  
F. Generate and print important reports  
G. Create invoices and statements  
H. Understand the procedure of writing and printing checks  
I. Track bank account balances  
J. Track accounts payable  
K. Analyze year-end financial statements

The module outcomes that will permit you to demonstrate course competencies are:

**MODULE 1**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify differences between manual and computerized accounting</td>
<td>A, B, D</td>
</tr>
<tr>
<td>2. Create a company within QuickBooks</td>
<td>A, B, F</td>
</tr>
<tr>
<td>3. Outline how to manage customer records</td>
<td>A, B, D, E, F, G</td>
</tr>
<tr>
<td>4. Correct errors in customer transactions</td>
<td>A, G</td>
</tr>
<tr>
<td>5. Create and manage customer reports</td>
<td>A, F, G</td>
</tr>
</tbody>
</table>

**MODULE 2**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construct vendor accounts</td>
<td>A, I, J</td>
</tr>
<tr>
<td>2. Enter and pay bills</td>
<td>A, I, J</td>
</tr>
<tr>
<td>3. Create and print checks</td>
<td>A, B, F, G</td>
</tr>
<tr>
<td>4. Create and manage bank accounts in QuickBooks</td>
<td>A, D, E, F, H, I</td>
</tr>
<tr>
<td>5. Manage debit and credit card transactions</td>
<td>A, D, F</td>
</tr>
</tbody>
</table>
**Module 3**

**Outcomes**

1. Track company inventory through orders and adjustments in quantity
2. Collect and track sales discounts and taxes
3. Manage reports on inventory, sales, and equity accounts
4. Work with asset and liability accounts within QuickBooks
5. Setup and use QuickBooks budgets

**Competencies**

- A, B
- A, E
- A, B, F, G
- A, B, F, G, K
- A, F, K

**Module 4**

**Outcomes**

1. Compose and record employee documents
2. Manage and control company payroll
3. Create job estimates and convert estimates to invoices
4. Apply time tracking and create paychecks based on time tracking
5. Formulate and combine customer deposits and finance charges

**Competencies**

- A, C
- A, C
- A, F, G
- A, C, H, I
- A, D, E, G, I, K

**Module 5**

**Outcomes**

1. Customize QuickBooks with custom fields, reports, graphs, and templates
2. Integrate QuickBooks with Microsoft Office and mobile applications
3. Integrate the accounting cycle and GAAP
4. Create price levels and a Statement of Cash Flows
5. Prepare the General Journal, Trial Balance, and adjust inventory
6. Create financial statements plus close the books in QuickBooks

**Competencies**

- A, F, K
- A, F
- A, F, G, K
- A, B, F, G, K
- A, B, F, K
- A, F, K
GRADING AND EVALUATION

METHODS

Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for discussions. Assignments and Comprehensive Problems are graded for accuracy.

GRADING POLICIES

Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Late assignments will not be accepted without prior approval.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Discussion</td>
<td>10</td>
<td>1%</td>
</tr>
<tr>
<td>Discussions (5 @ 25 points each)</td>
<td>125</td>
<td>12.5%</td>
</tr>
<tr>
<td>Assignments (32 @ various points each)</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive Learning Project Unit 1</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Comprehensive Learning Project Unit 2</td>
<td>265</td>
<td>26.5%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale

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

ASSIGNMENTS/COMPREHENSIVE LEARNING PROJECTS

The assignments in this course focus on different elements of QuickBooks. All of the Assignments and Comprehensive Learning Projects are located in the Digital Content Module. Click on the links for each assignment to enter the Labyrinth Learning eLab work environment. All of your work is done there and your grades, including discussions, will be recorded under Grades in this class.
COURSE SCHEDULE

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

Reading/Assignments/Exams  Due Dates
Introduction Discussion
Chapters 1, 2, & 3
M1 Discussion: Computerized Accounting
M1 Assignment 1: Apply Your Skills 1-1
M1 Assignment 2: Apply Your Skills 2-1
M1 Assignment 3: Apply Your Skills 2-2
M1 Assignment 4: Apply Your Skills 2-4
M1 Assignment 5: Apply Your Skills 3-1
M1 Assignment 6: Apply Your Skills 3-2
M1 Assignment 7: Apply Your Skills 3-3

MODULE 2

Reading/Assignments/Exams  Due Dates
Chapters 4 & 5
M2 Discussion: Vendors
M2 Assignment 1: Apply Your Skills 4-1
M2 Assignment 2: Apply Your Skills 4-2
M2 Assignment 3: Apply Your Skills 4-3
M2 Assignment 4: Apply Your Skills 4-4
M2 Assignment 5: Apply Your Skills 4-5
M2 Assignment 6: Apply Your Skills 5-1
M2 Assignment 7: Apply Your Skills 5-2
M2 Assignment 8: Apply Your Skills 5-3
M2 Assignment 9: Apply Your Skills 5-4
M2 Assignment 10: Comprehensive Learning Project Unit 1
MODULE 3

**Reading/Assignments/Exams**

Chapters 6 & 7

M3 Discussion

- M3 Assignment 1: Apply Your Skills 6-1
- M3 Assignment 2: Apply Your Skills 6-2
- M3 Assignment 3: Apply Your Skills 6-3
- M3 Assignment 4: Apply Your Skills 6-4
- M3 Assignment 5: Apply Your Skills 7-1
- M3 Assignment 6: Apply Your Skills 7-2

**Due Dates**

MODULE 4

**Reading/Assignments/Exams**

Chapters 8 & 9

Module 4 Discussion

- M4 Assignment 1: Apply Your Skills 8-1
- M4 Assignment 2: Apply Your Skills 8-2
- M4 Assignment 3: Apply Your Skills 8-3
- M4 Assignment 4: Apply Your Skills 9-2
- M4 Assignment 5: Apply Your Skills 9-3

**Due Dates**

MODULE 5

**Reading/Assignments/Exams**

Chapters 10, 11, & 12

Module 5 Discussion

- M5 Assignment 1: Apply Your Skills 10-1
- M5 Assignment 2: Apply Your Skills 11-2
- M5 Assignment 3: Apply Your Skills 11-3
- M5 Assignment 4: Apply Your Skills 12-1
- M5 Assignment 5: Apply Your Skills 12-2
- M5 Assignment 6: Comprehensive Learning Project Unit 2

**Due Dates**

Last modified 8/8/2019