I.   CATALOG DESCRIPTION

Course Number: ACCT2230
Course Title: Computerized Accounting
Prerequisite(s):   ACCT1200 (Accounting Principles I) and BSAD1010 (Microsoft Applications I)

Catalog Description: Accounting software integrates accounts payable, accounts receivables, payroll, inventory and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction in 10-key will also be provided.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II.   COURSE OBJECTIVES: *Course will teach students to*

A.   Introduce accounting software basics.
B.   Provide information for a student to be able to set up a company on the accounting software.
C.   Provide information and instruction about entering customer and vendor transactions.
D.   Introduce the steps to creating financial statements using the accounting software.
E.   Allow the students to create their own transactions in the accounting software.
F.   Reinforce formulas/format in spreadsheet programs.
G.   Gain proficiency in 10-key calculator operation.

III.   STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A.   Student Learning Outcomes: *Students will be able to*
   1.   Set up a company using accounting software.
   2.   Set accounting defaults for their new company.
   3.   Record transactions for accounts payable and accounts receivables.
   4.   Complete end-of-year and beginning-of-year transactions.
   5.   Create and modify reports.
   6.   Analyze the companies' financial position.
   7.   Attain 10-key calculator speed of 150 strokes per minute.
B.   General Education Learning Outcomes (GELOs)
   1.   GELO 5: Analytical, Quantitative, and Scientific Reasoning
         Outcome 4: Manipulate formulas, data sets, graphs, tables, etc. in a way to produce a meaningful outcome.

IV.   CONTENT/TOPICAL OUTLINE

A.   Maintaining accounting records using accounting software for a merchandising business
   1.   Customers and receivables
   2.   Vendors, inventory, and payables
   3.   Employees and payroll
   4.   Banking
   5.   Company and financial
B.   Maintaining accounting records using accounting software for a service business
   1.   Completing quarterly activities and closing fiscal year

2. Vendors and payables
　　　3. Acquisition and payments
　　　4. Sales and Collections
　　　5. Account reconciliation and financial statements
　　　6. Other accounting software tools and fixed assets accounting
　C. Integrating accounting software information with Microsoft Excel and Word
　D. 10-key calculator practice; spreadsheet financial statements

V.　INSTRUCTIONAL MATERIALS
　A. Required text(s):
　　　1. *Computer Accounting with QuickBooks Online A Cloud-Based Approach*, Current Edition. McGraw Hill.
　　　　a. Ebook/DDA is used for this course.
　　　2. Weinstein, Eric A. *Excel for Accounting*, Current Edition. Labyrinth Learning.

VI.　METHODS OF PRESENTATION/INSTRUCTION
　A. Explanation and/or demonstration as needed of using the software features.
　B. Classroom/computer lab use with instructor support for students to individually complete the required exercises listed on the course schedule.

VII.　METHODS OF EVALUATION
　A. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII.　SPECIFIC COURSE REQUIREMENTS
　A. None