

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: ACC 215

Credit Hours: 3

Course Title: Computerized Accounting

Course Description: Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Introduces the QuickBooks accounting software program. Prerequisite: ACC 117 or ACC 211, or equivalent, or school approval. Lecture 3 hours per week.

General Course Purpose: Preparing students to process all financial transactions and run reports in a complex computerized accounting program. Designed for two-year accounting majors, students in non-transfer business programs, and non-curricular students.

Course Prerequisites and Co-requisites:

Prerequisite: ACC 117 or ACC 211, or equivalent, or school approval

Course Objectives:

Upon completing the course, the student will be able to

- a. Demonstrate the knowledge to set up and use double-entry accounting systems on the computer for small and mid-size firms;
- b. Process all accounting transactions for a small- to medium-size business; and
- c. Provide management with all financial and managerial reporting required by a business.

Major Topics to Be Included:

- a. Setting up new company in QuickBooks accounting program
- b. Processing all financial transactions based upon customer and vendor structure of the QuickBooks program
- c. Corrections of errors
- d. Processing of payroll and all associated tax transactions
- e. Running financial and analytical reports for management
- f. Customizing reports and forms from QuickBooks standard templates

Effective Date of Course Content Summary: February 1, 2015