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