

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 2021

Course Competencies/Goals

- A. Attain a comprehensive skill set with QuickBooks 2018 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: QuickBooks 2018

Learning Objectives:

1. Describe the differences and similarities between manual and Computerized Accounting (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Identify the four levels of operation with QuickBooks (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Open QuickBooks, (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Open, make a backup copy and restore a company file (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Change the company name in a company file (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Two: Vendors

Learning Objectives:

1. Identify the system default accounts for vendors and update the Vendor Center (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record purchases on account in the Enter Bills window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Process credit memos in the Enter bills window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Record payments of accounts payable in the Pay Bills window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Record cash purchases in the Write Checks window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
6. Display and print vendor-related reports. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Three: Customers – Adding Customers, Creating Invoices Receiving and Depositing Payments

Learning Objectives:

1. Identify the system default accounts for customers and update the Customer Center (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

2. Record sales on account in the Create Invoices window. Record collections of Accounts receivable in the Receive Payments window. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Record cash sales in the Enter Sales Receipts window. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Record deposits in the Make Deposits window. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Display and print customer-related reports (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Four: Period-End Procedures – Making Journal Entries

Learning Objectives:

1. Update the Chart of Accounts (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record adjustments in the Make General Journal Entries window and view the effect of period-end adjustments on the trial balance (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Display and print period-end reports (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Change the reports display using the Customize Reports button (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Display and print accounting reports and financial statements. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Five – Inventory – Receiving and Selling Items, Processing Sales Discounts, Adjusting Quantity/Value on Hand, Paying Sales Tax

Learning Objectives:

1. Identify the two inventory systems and Update the Item List. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record purchases of inventory items in the Enter Bills and Write Checks Window, identify transactions requiring sales tax, use the Pay Sales Tax Window to pay sales tax (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Process sales discounts (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Record adjustments to inventory items in the Adjust Quantity/Value on Hand Window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Display and print inventory-related reports, accounting reports and financial

statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Six – New Company Setup -Detailed Start- EasyStep Interview and QuickBooks Desktop Setup

Learning Objectives:

1. Create a new company file using the EasyStep Interview and establish preferences using the QuickBooks Detailed Start method and EasyStep Interview window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F) (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Set up and update the Customer Center, Vendor Center and Item List using the QuickBooks Desktop Setup Window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Review information recorded in the EasyStep Interview and QuickBooks Desktop Setup windows. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Customize and update the Chart of Accounts List System Default Accounts and Item Lists (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Adjust the new company file to follow the accrual basis of accounting (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
6. Display and print accounting reports and financial statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Seven – New Company Setup-Express Start – Setting Up Company Preferences

Learning Objectives:

1. Create a new company file using QuickBooks Express Start Window. Setting up company password (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Establish preferences and update the Chart of Accounts list (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Customize the system default accounts and terms list and update the Item List, the Customer Center and the Vendor Center (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Adjust the new company file to follow the accrual basis of accounting, Display and print the accounting reports and financial statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Eight – Payroll Setup – Customizing Payroll Setup

Learning Objectives:

1. Review payroll terminology and activate the payroll preferences (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Customize payroll system default accounts, update the Chart of Accounts List for payroll (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Setup payroll to accept manual entries and Customize the Payroll Item List for payroll items created by QuickBooks (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Update the Payroll Item List, Display and print the Payroll Item Listing report (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Nine – Payroll Processing – Paying Employee, Paying Payroll Liabilities, Processing Payroll Forms

Learning Objectives:

1. Review accounting for payroll transactions (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Update the Employee Center (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Record payroll in the Pay Employees window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Record payments of payroll taxes in the Payroll Liabilities window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Display and print payroll-related reports, accounting records and financial statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Ten – Banking – Transferring Funds Between Accounts Window

Learning Objectives:

1. Transfer funds between accounts using the Transfer Funds Between Accounts window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Reconcile cash accounting using the Reconcile Window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

3. Enter credit card charges using the Enter Credit Card Charges Window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Pay credit card charges using the using the Write Checks Window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Display and print banking-related reports, accounting reports and financial statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Eleven – Jobs and Time Tracking -Recording Job Income and Job Payroll Expenses, Tracking Time for Employees and Jobs, Creating Customer Statements

Learning Objectives:

1. Add a job to the Customer Center (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Record and allocate payroll incurred for a specific job in the Pay Employees Window and in the Create Invoices window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Set up Time Tracking and Track employee time for each job using the Weekly Timesheet window (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
4. Pay employees using Time-Tracking date (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
5. Create invoices using Time-Tracking date (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
6. Create customer statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
7. Display and print Job and Time-Tracking Reports, accounting reports and financial statements (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

Chapter Twelve – Customization of Your Company File – Customizing the Desktop, Invoices, Letters, Memorized Transactions, Graphs, Fiscal Year

Learning Objectives:

1. Customize the desktop with Home Page and Icon bars. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
2. Customize Lists and Centers (including sub-accounts), merge entries and create custom fields. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)
3. Customize Activities (including an Activity window display and related invoice), QuickBooks Letter in Microsoft Word and memorize transactions. (Course

Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

4. Customize Reports (including the appearance of reports, memorize settings, export a report into Microsoft Excel, process multiple reports, change report default settings view and print graph. (Course Competencies A, B, C, D; General Education Outcomes 1, 2, 4, 9; MCCC Core Skills A, B, C, F)

5. View fiscal year closing, set up closing date and prepare for new fiscal year. (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

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.

