

ACC207 Computerized Accounting – Administration Outline

Course Information

Organization	Mercer County Community College
Course Number	ACC 207
Credits	3
Contact Hours	4

Course Competencies/Goals

- A. Attain a comprehensive skill set with QuickBooks Pro 2007 Accounting Software
- B. Attain a comprehensive skill set with Peachtree Complete Accounting 14.0 Software
- C. Attain sufficient mastery of data base management systems to be able to effectively handle any computerized accounting system
- D. Improve file management skills
- E. 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.

Units of Study in Detail:

Competencies

PEACHTREE ACCOUNTING

Introduction

Learning Objectives:

1. Start Peachtree Accounting for Windows (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Explore the sample company, Bellwether Garden Supply (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Backup and restore Bellwether Garden Supply (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Operate Peachtree's drop-down, lookup boxes, status bar, and navigation aid (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Explore Peachtree Today (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Vendor Transactions

Learning Objectives:

1. Restore data from Chapter 1(Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Enter a purchase order (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Enter and post a vendor invoice (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Pay a vendor (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Print a check (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Analyze payments (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Customer Transactions

Learning Objectives:

1. Restore data from Chapter 2 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Issue quotes and sales orders (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Evaluate customer terms (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Generate sales invoices (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

5. Post a receipt for an invoice (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Issue customer credit memos (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Employees

Learning Objectives:

1. Restore data from Chapter 3 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Maintain Employee/Sales Rep (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Analyze default payroll information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Learn information about payroll payments methods (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Enter paychecks (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Print employee paychecks (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Transfer funds to payroll account (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

General Ledger and Inventory

Learning Objectives:

1. Restore data from Chapter 4 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Understand the importance of a chart of accounts (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Assign budget amounts (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Enter general journal entries (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Prepare a general ledger and a trial balance (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Set up an inventory item (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Prepare inventory adjustments (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Job Cost

Learning Objectives:

1. Restore data from Chapter 5 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Learn about a job cost system (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Set up a job (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

4. Coordinate job costs with purchases, sales and payroll (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Prepare a job profitability report (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Financial Statements

Learning Objectives:

1. Restore data from Chapter 6 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Work with and use the help feature (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Print Financial Statements (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Use the drill down (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Sample Company: Time & Billing

Learning Objectives:

1. Start the sample company (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Explore Peachtree's time and billing feature (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Maintaining Accounting Records for Service Businesses

Learning Objectives:

1. Set up company information for the sample company (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Edit the chart of accounts (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Enter chart of accounts beginning balances (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Record and post transactions in the cash receipts and cash disbursements journals (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Complete account reconciliation (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Print a trial balance (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Print financial statements (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Preview the cash account ledger (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Completing Quarterly Activities and Closing the Fiscal Year

Learning Objectives:

1. Restore data from Chapter 9 (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Change accounting periods (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Journal and post transactions for November and December (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Complete account reconciliation (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Print unadjusted trial balance (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Journal and post quarterly adjusting entries (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Print financial statements (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Close the fiscal day (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
9. Print a post-Closing Trial Balance (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Vendors, Purchases, and Accounts Payable

Learning Objectives:

1. Set up company information for the sample company (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Enter general ledger information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Enter accounts payable information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Enter inventory information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Record accounts payable transactions (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Customers, Sales, and Accounts Receivable

Learning Objectives:

1. Set up customer default information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Set up sales tax information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Set up customer maintenance information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Record sales and sales returns (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Record receipts and edit invoices (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Merchandise Inventory and Services

Learning Objectives:

1. Enter inventory maintenance and default information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Enter inventory item information: sales account, merchandise inventory account, cost of sales account (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Enter item codes (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Enter inventory adjustments (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Payroll

Learning Objectives:

1. Explore the Payroll Setup Wizard (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Enter initial payroll fields (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Enter employee and employer default information (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Journalize and post Payroll Journal entries (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Print paychecks (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Print the financial statements (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Customizing Forms

Learning Objectives:

1. Designing forms(Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Editing forms(Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Using the Financial Statement Wizard (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Using the Internet (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Importing and Exporting

Learning Objectives:

1. Exporting (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Importing (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Using the Internet (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Using Peachtree with Microsoft Excel and Word

Learning Objectives:

1. Copying Peachtree Report Data to Microsoft Excel (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Copying Peachtree Report Date to Microsoft Word (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Using the Internet (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Write Letters, Use Templates

Learning Objectives:

1. Write Letters (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Letter Templates (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Internet Activity (Course Competencies B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

QUICKBOOKS PRO 2008

Quick Tour of QuickBooks

Learning Objectives:

1. Start QuickBooks (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Open a company (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Master QuickBooks navigation (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Master QuickBooks icon bar (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Master QuickBooks shortcut list (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Master QuickBooks menus (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Master QuickBooks help (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Back Up company data (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
9. Restore company data (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
10. Close the company (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
11. Exit QuickBooks (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Chart of Accounts

Learning Objectives:

1. Learn to utilize password protection(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Display chart of accounts(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Display account numbers (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Add new accounts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Delete accounts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Edit accounts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Print chart of accounts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Understand how to use the reminder list (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Banking

Learning Objectives:

1. View and print check register(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Make deposits (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Write checks (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Print journal (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Reconcile bank statements (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Utilize the online banking (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Customers and Sales

Learning Objectives:

1. View customer list (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Add new customer (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Edit customer information (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Add a job (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Enter cash sales (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Create invoices for credit sales(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

7. Utilize the online billing (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Create reminder statements for credit sales(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
9. Record bank deposits(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
10. Print a customer register (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
11. Learn about the customer center (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Vendors, Purchases, and Inventory

Learning Objectives:

1. Create a vendor List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Create and maintain items and services list(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Establish purchase and vendor preferences(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Issue purchase orders(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Receive items (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Receive bills(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Pay bills (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Receive items with bill (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
9. Enter bills (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
10. Pay sales tax (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
11. Create and analyze vendor reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Employees and Payroll

Learning Objectives:

1. Master time tracking and payroll preferences (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Print the employee list (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Verify the time tracking appears reasonable (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Transfer time to sales invoices (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Print paychecks (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Pay payroll liabilities (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Prepare payroll reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Reports and Graphs

Learning Objectives:

1. Prepare a trial balance (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Record adjusting entries (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Prepare a general ledger (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Prepare financial statements (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Analyze and print a profit and loss statement (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Prepare an income and expense graph (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
7. Prepare a balance sheet (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
8. Prepare a net worth graph (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
9. Prepare a statement of cash flows (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
10. Print the tax reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
11. Review the income tax preparation report (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
12. Prepare and review the income tax summary report (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
13. Prepare and review the income tax detail report (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
14. Export to TurboTax (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
15. Issue management reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
16. Understand the cash flow forecast (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

17. Export reports to Microsoft Excel (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
18. Save reports to disk (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
19. Master the company center (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Creating a Service Company in QuickBooks

Learning Objectives:

1. Create a New Company using EasyStep Interview(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Edit the Chart of Accounts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Create a Customer List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Create a Vendor List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Create an Item List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Accounting for a Service Company

Learning Objectives:

1. Record Owner's Investment (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Record Purchase Transactions (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Record Sales Transactions (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Make Adjusting Entries (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Print Reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Close the Accounting Period (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

A Merchandising Corporation: Sales, Purchases, & Inventory

Learning Objectives:

1. Create a New Company using EasyStep Interview(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
2. Edit Chart of Accounts(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
3. Create a Customer List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
4. Create a Vendor List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5. Create an Inventory List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
6. Record Purchase Transactions (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9;

MCCC Core A, B, C, F)

7. Record Sales Transactions (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9;

MCCC Core A, B, C, F)

8. Make Adjusting Entries (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

9. Print Reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Merchandising Corporation: Payroll

Learning Objectives:

1. Enable Payroll (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

2. Set Up Payroll (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

3. Print Employee List (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

(Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

4. Print Paychecks (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

5. Print Payroll Entries in the Journal (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

6. Pay Payroll Liabilities (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

7. Print Payroll Reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Advance Topics

Learning Objectives:

1. Budgets (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

2. Estimates (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

3. Progress Billing (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

4. Credit Card Sales (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

5. Bad Debts (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

6. Memorized Reports (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

7. Exporting Reports to Microsoft Excel (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

8. Audit Trail (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

9. Accountant's Review Copy (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)

Grading Information**Grading Scale**

80%	Projects (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
10%	Writing Assignment (Course Competencies A, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)
5%	Class work (Course Competencies A, B, C, D,E; General Education Goals 1, 2, 4, 9; MCCC Core A, B, C, F)