



Syllabus

ACC 210 Computer Applications in Accounting

General Information

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Department Business

Course Prefix ACC

Course Number 210

Course Title Computer Applications in Accounting

Course Information

Catalog Description This course provides an in-depth overview of current computer applications and how they can be used in the variety of accounting/business settings. Emphasis is placed on the more widely-used accounting packages (i.e. Quickbooks) in order perform the required tasks of an accountant (i.e. invoicing, accounts receivables and payable, auditing and control, payroll, taxes, financial statements, etc.).

Credit Hours 3

Lecture Contact Hours 3

Lab Contact Hours 0

Other Contact Hours 0

Grading Scheme Letter

Prerequisites

ACC 101

Co-requisites

None

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed categories

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Vitality, Inquiry, Perseverance, and Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Students will demonstrate the ability to enter accounting transactions into general ledger software
2. Students will demonstrate knowledge of professional comportment expected from an entry-level accountant
3. Students will demonstrate the ability to identify accounting errors and take the appropriate steps to correct them.
4. Students will demonstrate the ability to generate standard and custom reports from general ledger software.

Outline of Topics Covered

1. Introduction to Computer Applications in Accounting
 - **Types of accounting packages**
 - **Comparison of Accounting Packages**
 - **Functions**
 - **Identification of different parts of the screens**
 - **Navigation**
2. Introduction to QuickBooks Pro
 - **Computer hardware & software terminology**
 - **Opening, closing & backing up case files**
 - **Introduction to QuickBooks screens & functions**
 - **Navigating QuickBooks**

3. Sales & Receivables: Service Business

- **Invoices**
- **Sales Receipts**
- **Credit Memos**
- **Receiving Payments**
- **Making Bank Deposits**
- **New Customers**

4. Payables & Purchases: Service Business

- **Purchase Orders**
- **Entering Bills**
- **Paying Bills**
- **Printing Checks**
- **New Vendors**

5. General Accounting and End-of-Period Procedures: Service Business

- **Reconciliation of Cash**
- **Adjustments and Journal Entries**
- **Other Closing Procedures**
- **End-of-Period reporting Adding, de-activating, editing, and deleting General Ledger Accounts**

6. Sales & Receivables: Merchandising Business

- **Expands Chapter 2 for Merchandiser Operations...**
- **Credit Limits**
- **Sales Taxes: collection and remittance**
- **Managing the "Item List" (products for sale)**
- **Credit Card Sales**
- **Early payment discounts**

7. Payables & Purchases: Merchandising Business

- **Expands Chapter 3 for Merchandiser Operations...**
- **Purchase of Inventory**
- **Set re-order points**
- **Receiving inventory & partial receipts**
- **Vendor Credits**
- **Credit Card Purchases**
- **Purchase discounts**

8. General Accounting and End-of-Period Procedures: Merchandising Business

- **Expands Chapter 4 for Merchandiser Operations...**
- **Inventory adjustment**

- **Fixed asset management**
- **Partnership accounting fundamentals**
- **Credit Card reconciliation**

9. Payroll Accounting

- **Creating & Printing Paychecks**
- **Adding and editing Employee Information**
- **Income Tax reporting (940, 941, and W2)**
- **Payroll reporting**

10. Computerizing a Manual Accounting System

- **Starting a new company on QuickBooks**

11. Error finding & resolution (not in text)

- **A "find & correct the errors" exercise is recommended**

Program Affiliation

This course is required as a core program course in the following program(s)
AAS Accounting