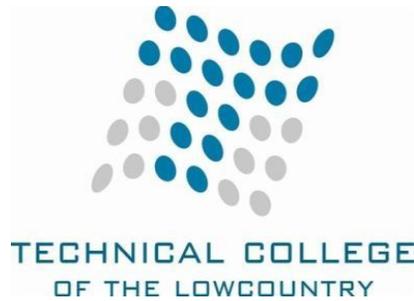


Technical College of the Lowcountry  
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**ACC 240  
COMPUTERIZED ACCOUNTING**

**COURSE DESCRIPTION**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

3 Credits

Prerequisite: ACC 101, CPT 170 or instructor approval

**COURSE FOCUS**

The focus of the course is to provide students with hands-on experience using a computerized accounting system.

**TEXT AND REFERENCES**

QuickBooks Pro 2015: Comprehensive, Trisha Conlon & Patricia Hartley, Labyrinth Learning.  
ISBN 13: 978-1-59136-779-6

**COURSE GOALS**

The following list of course goals will be addressed in the course.

1. identify QuickBooks Pro desktop features
2. understand QuickBooks home page
3. understand the use of lists and registers
4. access reports
5. open and close a company
6. back up a company
7. restore a company from a backup file
8. create invoices and record sales transactions on account
9. create sales receipts to record cash sales
10. edit, void, and delete invoices/sales receipts
11. create credit memos/refunds

12. add new customers and modify customer records
13. record cash receipts and payments
14. display and print invoices, sales receipts, and credit memos
15. display and print customer reports
16. display and print deposit summaries, journal reports and a trial balance
17. understand the concepts for computerized accounting for payables
18. enter, edit, correct, delete, and pay bills
19. add new vendors and modify vendor accounts
20. view and print reports for vendors
21. enter vendor credits
22. print, edit, void, and delete checks
23. pay for expenses using petty cash
24. add new accounts
25. display and print payables and vendors reports
26. complete the end-of-period procedures
27. change account names, delete accounts, and make accounts inactive
28. record depreciation and enter the adjusting entries required
29. record owner's equity transactions for a sole proprietor and a partnership
30. reconcile the bank statement
31. print the trial balance, profit and loss statement and balance sheet
32. perform end-of-period backup and close the end of a period
33. enter sales transactions for a retail business
34. prepare invoices that use sales tax, sales discounts, and exceed a customer's credit limit
35. prepare transactions using cash and credit cards
36. add and modify customer records
37. delete and void invoices
38. prepare credit memo with and without refunds
39. record customer payments on account , with and without discounts
40. record a transaction for a NSF check
41. prepare customer and sales reports
42. enter adjusting entries required for accrual-based accounting
43. reconcile a credit card statement
44. record transactions in a closed period
45. create, preview and print payroll checks
46. correct, void, and delete paychecks
47. change employee information and add a new employee
48. pay taxes and other liabilities

## **STUDENT CONTRIBUTION**

Students are expected to read chapters prior to class. Each student will need to complete the assignments for each chapter.

## **COURSE EVALUATION**

There will be assignments that have to be completed every week. Grades will be earned as follows: A = 90 to 100, B = 80 to 89, C = 70-79, D = 65-69.

## **COURSE SCHEDULE**

This class is a hybrid class, which meets for 2 lecture/presentation hours per week for 10 weeks.

## ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

## ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

## ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

*or*

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

## HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## SYLLABUS SAFETY ADDENDUM

### Purpose.

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### Definitions

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

## **Procedures**

### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video> )

### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Developed/Revised : 5/26/2015