

Technical College of the Lowcountry
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TECHNICAL COLLEGE
OF THE LOWCOUNTRY

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 2011: A Complete Course and QuickBooks 2011 Software, 12/E, Janet Horne, Pearson Prentice Hall.
ISBN 13: 978-0-13-274334-1

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. enter a transactions for owner withdrawals
44. transfer owner withdrawals and net income to the owners' capital accounts
45. reconcile a credit card statement
46. record transactions in a closed period
47. create, preview and print payroll checks
48. correct, void, and delete paychecks
49. change employee information and add a new employee
50. pay taxes and other liabilities
51. establish a company
52. establish a chart of accounts for a company
53. create lists for receivables, payables, items, customers, vendors, employees, and others
54. complete the payroll setup
55. customize reports and company preferences

STUDENT CONTRIBUTION

Students are expected to read chapters prior to class. Each student will need to complete the practice exercises in the chapter to prepare for completing the end-of-chapter projects.

COURSE EVALUATION

There will be eight end-of-chapter problems to complete during the course for a total of 800 possible points. In addition, there will be nine end-of-chapter tests, each worth 25 points. Grades will be earned as follows: A = 923 to 1,025, B = 820 to 922, C = 717-819, D = 615 to 716.

COURSE SCHEDULE

This class is a hybrid class, which meets for 2 lecture/presentation hours per week for 10 weeks. Students will complete end-of-chapter problems using QuickBooks Pro 2011 Software and end-of-chapter tests using Blackboard.

Approved by: Kenneth Flick Developed/Revised: 5/9/2012
Ken Flick, Division Dean for Business & Industrial Divisions

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, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG 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

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. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp