



ACCT 210: COMPUTER ACCOUNTING

Proposer:**Name:**

Andy Hinojosa

Email:

andyh@cos.edu

Effective Term:

Spring 2021

Credit Status:

Credit - Degree Applicable

Subject:

ACCT - Accounting

Course Number:

210

Catalog Title

Computer Accounting

Catalog Description

This course introduces the computer-based accounting package, QuickBooks, to handle "General Ledger" accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities.

Advisory on Recommended Preparation:

ACCT 001 or ACCT 101 or equivalent college course with a minimum grade of C

Method of Instruction:Distance Education
Lecture and/or Discussion**Course Units/Hours:****Course Units Minimum:**

3

Lecture Hours Minimum (week)

3

Total Contact Hours Minimum (semester)

52.5

Total Outside Hours Minimum (semester)

105

Total Student Learning Minimum Hours (semester)

157.5

Repeatability:

No

Open Entry/Exit:

No

Field Trips:

Not Required

**Grade Mode:**

Standard Letter

TOP Code:

050200 - * Accounting

SAM Code:

B - Advanced Occupational

Course Content**Methods of Assessment:**

Multiple choice tests
Problem solving assignments or activities
Problem solving quizzes or exams
Project

Course Topics:

Course Topics	
1	Correcting and Customizing in QuickBooks
2	Introducing QuickBooks Pro
3	Reporting, Closing the Books, and Adjusting Entries
4	Working with Balance Sheet Accounts and Budgets
5	Working with Estimates and Time Tracking
6	Dealing with Physical Inventory
7	Introducing the Accounting Cycle Using Classes
8	Banking with QuickBooks
9	Working with Customers
10	Working with Vendors
11	Creating a Company
12	Using QuickBooks for Payroll

Course Objectives:

Course Objectives	
1	prepare the appropriate form required of the accounting transactions with 70% accuracy or better.
2	identify the behind the scenes accounting entries created by the software program with 70% accuracy.
3	create a fictitious company using computerized accounting software with 70% accuracy or better.

Course Outcomes:

Course Outcomes	
1	Given specific data of a business entity, students will be able to create a fictitious company using computerized accounting software with 70% accuracy or better.
2	Given specific financial transactions, students will be able to prepare the appropriate form required of the accounting transactions with 70% accuracy or better.
3	Given specific financial transactions, students will be able to identify the behind the scenes accounting entries created by the software program with 70% accuracy.

Assignments:

Assignment Type:	Details
Reading	Read each chapter as assigned covering computerized accounting concepts and applications.
Writing	Research and submit answers to critical thinking homework assignments involving solutions to computerized accounting scenarios for a company.

Homework

Prepare answers and solutions to practical applications and critical thinking problems. For example:
David Hilson, the owner of Paradise Inn, has become very frustrated because he can't get his checking account to reconcile. He hires you as a QuickBooks consultant to get him on the right track. Restore the QuickBooks file Critical Thinking 4.2, print the reconciliation report and see if you can get David's account reconciled by locating the errors and making the appropriate adjustments.

Textbooks or other support materials

Resource Type:	Details
Books	QuickBooks Pro 2018 Comprehensive Trisha Conlon Labyrinth Learning 978-1-64061-004-0
Web/Other	Textbooks may include, but are not limited to the above referenced textbook. The textbook and software will be updated when significant changes to the software occur.

Other Degree Attributes

Not Transferable
Degree Applicable
Not a Basic Skills Course

Distance Learning Addendum

DLA-Approved-May-13-2020-fillable-form.pdf

Banner Title:

Computer Accounting

Curriculum Committee Approval Date:

12/03/2020

Academic Senate Approval Date:

12/09/2020

District Governing Board Approval Date:

12/14/2020

Course Control Number:

CCC000339928