ACCT 1507: Computerized Accounting for Quickbooks

A. COURSE DESCRIPTION

   Credits: 1
   Lecture Hours/Week: *.*
   Lab Hours/Week: 2
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None

   This is an introduction to a computerized accounting system. Students will use QuickBooks to record and process sales and cash receipts; enter and pay bills; process payroll; purchase and manage inventory; and prepare various management reports, including financial statements. Emphasis will be placed on the use of personal computers to process accounting data.

B. COURSE EFFECTIVE DATES: 08/01/2000 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

   1. Record daily and end of period transactions generating month-end statements.
   2. Explore common functions and user modules available in QuickBooks software.
   3. Set up a business using available templates, defaults, and customized options with QuickBooks software.

D. LEARNING OUTCOMES (General)

   1. The learner will be able to set up company accounts in QuickBooks, including chart of accounts, customer files and vendor files.
   2. The learner will be able to record accounting transactions for a small business using QuickBooks.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

   None

F. LEARNER OUTCOMES ASSESSMENT

   As noted on course syllabus

G. SPECIAL INFORMATION

   None noted