Department:

Business

Course Description:

This course is designed to teach computer applications for accounting principles and concepts. Emphasis will be on using computer software for establishing and maintaining accounting systems and records for single proprietorships and corporations.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Create a new company in Quick Books
2. Manage customer and vendor information
3. Generate reports
4. Write and print checks
5. Add custom fields
6. Set up a budget
7. Protect and back up data
8. Create invoices and credit memos
9. Manage bank account transactions

Course Content:

A. Quick Tour of QuickBooks 2010
B. Customizing QuickBooks
C. Banking
D. Customers and Sales
E. Vendors, Purchases, and Inventory
F. Employees and Payroll
G. Reports and Graphs
H. New Company Setup
I. Accounting for a Service Company
J. Merchandising Corporation: Sales, Purchases, Inventory
K. Merchandising Corporation: Payroll

Learning Assessments:

Students will be evaluated by the use of graded assignments, comprehensive assignments, projects, quizzes, and exams.
Instructional Materials:

ISBN: 978-0-07-811097-9, MHID 0-07-811097-1

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.