Department:

Business

Course Description:

This course provides an introduction to computerized accounting. The course will offer practical experience in 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 simulated company in QuickBooks.
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. Customer 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, and Inventory
K. Merchandising Corporation: Payroll
L. Advanced QuickBooks Features for Accountants

Learning Assessments:

Course competencies will be assessed by use of assignments and case problems.
Instructional Materials:


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.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.