



**TRINITY VALLEY COMMUNITY COLLEGE  
MASTER SYLLABUS**

**Course Title:**

**Introduction to Computerized Accounting Applications**

**Course Prefix and Number:**

**ACNT 1313**

**Department – Division:**

**Business and Computer Science**

**Course Type** – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

**Course Catalog Description**

A study of accounting utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a commercial accounting package. Some spreadsheet and word processing applications will be utilized.

**Prerequisites/co requisites**

ACNT 1311 and ACCT 2401

## Topical Outline

1. Introduction to Quick Books Pro
2. Vendors
3. Customers
4. Period End Procedures
5. Inventory
6. New Company Setup Part I
7. New Company Setup Part II
8. New Company Setup Alternatives
9. Payroll Setup and Processing
10. Banking
11. Jobs and Time Tracking
12. Customizing your Company File

## Course Learning Outcomes

1. To develop marketable skills in Accounting and related clerical activities.
2. To acquire an understanding of Accounting principles and terminology.
3. To develop desirable work habits and attitudes needed for success in business.
4. To understand how the basic principles of Accounting may be applied to personal and business use activities.
5. To contribute to general education an understanding of common economic concepts and the language of business.
6. To appreciate the opportunities business offers in a free enterprise system.
7. Utilize software, (general ledger, spreadsheet, etc.) for accounting and business applications, select appropriate software to complete a task; complete a comprehensive project that entails the major course competencies and outcomes; and analyze a relevant topic with a written or oral project.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
X	C. To understand mathematical information and utilize mathematical skills.

	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
X	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

<b>Required Text(s)</b>
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QuickBooks Pro 2007, Villani, Kathleen & Rosa, James—EMC Paradigm Publishing, Minneapolis, Minnesota

Quick Books Pro 2007 Software

<b>Optional Text(s)</b>
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none

<b>Material/Technology to be supplied by the student.</b>
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Pencil, paper

Internet tools will be utilized in the completion of this course.

<b>Course Requirements/Grading System –</b>
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**METHODS OF INSTRUCTION:** Instruction will be by lecture/computerization/demonstration/discussion of Accounting problems with emphasis on student teacher interaction.

**METHODS OF EVALUATION:** Students will be evaluated by written/computerized projects/evaluations of their knowledge of the Accounting Principles that deal with the facts, theories, principles and application of Generally Accepted Accounting Principles.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date