

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York
Accounting Department

Accounting Applications on Micro Computers
ACC 321
Credits/Hours: 3 crs/4 hrs

Prof. _____
Office: _____
Phone: _____
Email: _____

Course Description:

Students will maintain accounting records on a computer using a real world accounting or business software program. Accounting Applications on Computers will be applied to several computerized companies files, or to the Company in “Systems Understanding Aid for Financial Accounting”.

Students will work on a manual practice set using basic business documents and accounting records. They will be challenged to computerized this manual accounting system using the required accounting software.

Prerequisite/Corequisite:

ACC 222, CIS 100 or CIS 200

Student Learning Outcomes:

Upon completion of the course, students will be able to:

1. Proficiently prepare journal entries, post them to the appropriate General Ledger accounts, prepare various trial balancers and financial statements.
2. Handle all facets of cash from writing checks and accounting for the receipt of cash, correctly posting to subsidiary ledgers and preparing bank reconciliations.
3. Create sales invoices and credit memos.
4. Identify the key components of credit card transactions and the assessment of finance charges.
5. Understand the intricacies of funds transfer.
6. Process payroll

Required Textbooks And Materials

1. Kieso, Arens and Ward, “Systems Understanding Aid for Financial Accounting”, 5th Edition, Armon & Dalton Publishers, Inc.
2. QuickBooks, 2006: A Complete Course, Janet Horne, Pearson Prentice Hall
3. USB Storage devise: 64 MB USB drive (flash/jump drive)

Use Of Technology

Students will be using a computerized accounting software package (QuickBooks Pro 6.0) and the assigned text to learn the detailed operation of the program before processing transactions in the manual practice set in QuickBooks.

Evaluation & Requirements Of Students

Conduct Of The Course

The course will consist of four hours per week. Classes will consist of part lecture and “hand-on” use of computers. It is expected of every student that the reading assignments in the text and the entire manual practice case be completed PRIOR to input to QuickBooks. The instructor will provide guidance and instructions for the computerization of the manual practice case.

Students are encouraged to use the laboratory to complete all required projects and homework. However, the lab is open during class time only. Absolutely no food or beverages are allowed in the Accounting lab (Room S606).

Waren’s Manual Practice Set

1. Read carefully: “Instructions , Flowcharts and Ledgers” pages 3-22
2. Complete all business loose documents in accordance with Document No. 16: Transaction List and flowchart instructions in pages 16-22.
3. Complete “Journals”, post to Subsidiary and General Ledgers and balance the accounts.
4. Prepare reports and accounting papers: Worksheet, Balance Sheet, Income Statement, Statement of Cash Flows, Bank Reconciliation, Post-closing Trial Balance.

Required

Hand in all documents, accounting working papers and reports.

Computerized Accounting With Quick Books Pro 2002

- 1 The entire Waren’s manual practice set must be completed PRIOR to computerization.
2. The instructor will provide guidance and instructions for computerization of the manual practice case.
3. Complete all manual homeworks and computations as of the start-up (set-up) date: Trial Balance and year-to-date (YTD) totals and reconciliations, schedules of customers, vendors and fixed assets, YTD Payroll reconciliations, etc.
4. Check figures will be provided, for example: Totals for Trial Balances 11/30 (start-up-date), 12/15 and 12/31.

Grading:

The instructor will announce the different components and weighting for the final grade for the course. Among these components are: Class examinations, quizzes, final examination, manual and/or computerized term project, companies files and drives and hard copies, etc. Final grades will be in accordance to BMCC Final Grade Sheet and Registrar's instructions.

ABS grades are given only to students who are passing the course and cannot take the final examination at its regularly scheduled time due to circumstances beyond their control (illness, accident, etc). ABS will not be given to students who fall behind in their assignments and class attendance. **Excessive class absences will result in an F grade.**

College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days) . In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Academic Adjustments For Students With Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the **Office of Services for Students with Disabilities (Rm. N769); Phone 220-8180**). BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy On Plagiarism And Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic , scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing , as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional . Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism .

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's website, [www. Bmcc.cuny.edu](http://www.Bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online)

Outline of Topics

TEXTBOOK GUIDE: Sample Company

Files in each Chapter

Follow instructor's guidance when training with exercise files for each lesson. A CD-Rom is attached at the end-cover of the textbook with exercise files.

- I. Service Business
 - Chapter I: Introduction
 - 2: Sales y Receivables
 - 3: Payables
 - 4: End-of- Period Procedures
 - Practice: with a Sample Company files
 - Practice Set: At Your Service

- I. Merchandising Business
 - Chapter 5: Sales and Receivables
 - 6: Payables and Purchases
 - 7: End-of - Period Procedures
 - Practice with a Sample Company Files
 - Practice Set: Paradise Golf Shop

- II. Payroll Accounting
 - Chapter 8: Payroll
 - Practice: with a Sample Company Files
 - Practice Problem: End-of-Chapter Problem

- III. Computerizing a Manual Accounting System
 - Chapter 9: Commputerizing a Manual System
 - Practice with a Sample Company files
 - Practice Problem: End-of-Chapter Problem

- IV. Comprehensive Problem
 - End of Section 3.

Outline of Topics

GUIDE TO COMPUTERIZED WAREN, Inc. Accounting System

- I. Introduction
- II. Setting up a QB company files
Easy step to create a new QB company files; chart of accounts, preferences and set up dates.
- III Working with lists
 - A. Set-up Accounts Payable Subsidiary ledger
 - B. Set-up Fixed Assets with Sub-accounts
- IV Setting-up Inventory
 - A. Set –up Inventory Subsidiary ledger items
- V Doing Payroll with QB
 - A. Set-up Payroll Preferences
 - B. Set-up Employees Files
 - C. Enter year-to-date amounts
 - D. Edit Payroll Items
- VI Mid-year Set-up
 - A. Set-up Trial Balance Accounts: Assets, Liabilities and Capital
 - B. Set up Trial Balance Accounts: Revenue and Expense Accounts
- VII Transactions entries: Dec 1-15
 - A. Sales and Inventories
 - B. Receiving Payments and Deposits
 - C. Bills and Payments
 - D. Payroll Checks and Payments
- VIII. Transactions Entries: December 15-31
- IX. Reports: Profit and Loss; Balance Sheet, Statement of Cash Flows