Accounting Applications on Micro Computers
ACC 321
Credits/Hours: 3 cr. /4 hr.

Prof. _________________
Office: _________________
Phone: _________________
Email: _________________

Course Description:

The course will begin with a review of the accounting cycle. First, students will work on a manual practice set using the “Systems Understanding Aid” package. Students will be taken through the process of preparing basic business documents used in a merchandising business such as purchase order, invoice, bill of lading, checks, etc. Students will also record transactions in the appropriate special and general journals and posting to the general ledger. Student will work through the entire accounting cycle; using an EXCEL worksheet, student will complete an unadjusted trial balance, month-end and year-end adjusting entries, closing entries, an adjusted trial balance and year-end financial statements. Students will also learn how to formally “close” the company books for the year.

Using data files provided by the publisher, students will learn how to process transactions for both a service and merchandising company using the QuickBooks program. Student will learn how to perform basic business functions such as generating invoices, checks, purchase orders, etc. as well as how to perform bank reconciliation, prepare adjusting entry and generate journals and financial statements.

Prerequisite:
ACC 222, CIS 100 or CIS 200

<table>
<thead>
<tr>
<th>Course Student Learning Outcomes (Students will be able to…)</th>
<th>Measurements (means of assessment for student learning outcomes listed in first column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Prepare journal entries and post them to the appropriate general ledger accounts</td>
<td>1. Homework questions, exercises and problems. Quiz test questions and comprehensive final exam.</td>
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<tr>
<td>2 Prepare various trial balances and financial statements.</td>
<td>2. Homework questions, exercises and problems. Quiz test questions and comprehensive final exam.</td>
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<tr>
<td>3. Handle all facets of cash from writing checks and accounting for the receipt of cash, correctly posting to subsidiary ledgers and preparing bank reconciliations.</td>
<td>3. Homework questions, exercises and problems. Quiz test questions and comprehensive final exam.</td>
</tr>
<tr>
<td>4 Create sales invoices and credit memos. Identify the key components of credit card transactions and the assessment of finance charges</td>
<td>4. Homework questions, exercises and problems. Quiz test questions and comprehensive final exam.</td>
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</tbody>
</table>
Below is the college’s general education learning goals that will be covered and assessed in this course.

<table>
<thead>
<tr>
<th>General Education Learning Outcomes</th>
<th>Measurements (means of assessment for general education goals listed in first column)</th>
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<tbody>
<tr>
<td><strong>Communication Skills</strong>- Students will be able to write, read, listen and speak critically and effectively.</td>
<td>Note taking, quiz and test questions and comprehensive final exam.</td>
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<tr>
<td><strong>Quantitative Reasoning</strong>- Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.</td>
<td>Homework questions, exercises and problems. Quiz and test questions and comprehensive final exam.</td>
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<tr>
<td><strong>Information &amp; Technology Literacy</strong>- Students will be able to collect, evaluate and interpret information and effectively use information technologies.</td>
<td>Use of QuickBooks software package to process transaction, prepare entries, prepare bank reconciliation, generate month-end and year-end financial statements.</td>
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</table>

**Required Textbooks and Materials**

2. QuickBooks student master files can be found on publisher website, www.pearsonhighered.com/horne.
3. USB Storage device: Minimum 4GB USB drive

**Use of Technology**

Students will be using a computerized accounting software package (QuickBooks) and the assigned text to learn the detailed operation of the program. Students will process transactions and perform both month-end and year-end procedures for both a service and a merchandising company in QuickBooks. Using publisher created data files, students will apply QuickBooks skills learned to complete two practice sets.

**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 reading assignments be completed prior to class.** 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.
**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 projects, companies files and drives and hard copies, etc. Final grades will be in accordance to BMCC Final Grade Sheet and Registrar’s instructions.

**INC 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.). INC 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 Accessibility (Rm. N360, 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 is 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. For further information on integrity and behavior, please consult the college bulletin (also available online).
Outline of Topics

**Systems Understanding Aid: (Waren’s Manual Practice Set)**

1. Read instructions provided in your “Instructions, Flowcharts, and Ledgers” booklet.
2. Read pages 3 – 15 (detailed instructions for processing monthly transactions, end-of-month procedures, and year-end procedures).
3. Complete all documents using Transaction List A or B (Document No. 1) as instructed by your teacher.
4. Journalize transactions, post to subsidiary and general ledgers.
5. Prepare the following:
   - Trial balance
   - Worksheet
   - Income Statement
   - Statement of Owners Equity
   - Balance sheet
   - Statement of Cash Flows
   - Bank Reconciliation
   - Post-closing Trial Balance.

**Required:** Hand in all documents, accounting working papers and reports.

Revised 1/13
### Topical Outline

Supplementary readings and problems may be assigned by the instructor at appropriate class sessions.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>QuickBooks Topic</th>
<th>Questions</th>
<th>Problems</th>
<th>Multiple Choice</th>
<th>Fill-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1-10</td>
<td>Landscape and Pool Service (p.64)</td>
<td>1-10</td>
<td>1-5</td>
</tr>
<tr>
<td>2</td>
<td>Sales &amp; Receivables: Service Business</td>
<td>1-10</td>
<td>Landscape and Pool Service (pp.142-145)</td>
<td>1-10</td>
<td>1-5</td>
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<tr>
<td>3</td>
<td>Payables &amp; Purchases: Service Business</td>
<td>1-10</td>
<td>Landscape and Pool Service (pp.212-214)</td>
<td>1-10</td>
<td>1-5</td>
</tr>
<tr>
<td>4</td>
<td>End-of Period: Procedures Service Business</td>
<td>1-10</td>
<td>Practice Set I At Your Service (pp.276-285)</td>
<td>1-10</td>
<td>1-5</td>
</tr>
<tr>
<td>5</td>
<td>Sales &amp; Receivables: Merchandising Business</td>
<td>1-10</td>
<td>Resort Clothing (pp.375-380)</td>
<td>1-10</td>
<td>1-5</td>
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<tr>
<td>6</td>
<td>Payables &amp; Purchases: Merchandising Business</td>
<td>1-10</td>
<td>Resort Clothing (pp.443-446)</td>
<td>1-10</td>
<td>1-5</td>
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<tr>
<td>7</td>
<td>End-of-Period-Procedures: Merchandising Business</td>
<td>1-10</td>
<td>Practice Set II Ultimate Golf (pp.524-537)</td>
<td>1-10</td>
<td>1-5</td>
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<tr>
<td>8</td>
<td>Payroll</td>
<td>1-10</td>
<td>Pool &amp; Spa (pp.572-575)</td>
<td>1-10</td>
<td>1-5</td>
</tr>
</tbody>
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Revised 8/12