

Department : Office Systems Technology  
Course Title : Introduction to Computerized Accounting  
Section Name : ACNT 1411  
Start Date : 01/11/2011  
End Date : 05/06/2011  
Modality : FACE-TO-FACE  
Credit : 4

#### Instructor Information

Name : Wende Ramos  
OC Email : [wramos@odessa.edu](mailto:wramos@odessa.edu)  
OC Phone # : 432-335-6488  
Office Hours: MW 8:00-8:30 am and 12:50-3:00 pm  
T 12:20-3:00 pm  
TH 12:20-2:40 pm  
Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

#### Course Description

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This course presents an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package.

#### Prerequisites/Corequisites

ACNT 1403

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#### Scans

1,2,3,6,8,9,10

#### Course Objectives

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After completing this course, the student should be able to:

1. \*Create documents following directions in manuals. (1)

2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. \*Proofread documents. (6)
4. \*Verify calculations made by others. (3)
5. Prepare an income statement and a statement of owner's equity. (3)
6. Score a minimum of 72 percent on an objective examination relating to the structure and nature of accounting and the recording of business transactions. (9)
7. Achieve a minimum performance rating of 72 percent when demonstrating written knowledge of recording transactions from source documents into journals. (6)
8. Demonstrate knowledge of debits and credits by recording a group of transactions pertaining to service-type and merchandising businesses in journals. (6)
9. Demonstrate the posting process by posting entries from journals into general and subsidiary ledger accounts. (6)
10. Prepare a schedule of accounts receivable and accounts payable. (6)
11. \*Record sales returns and allowances, including credit memorandums and returns involving sales tax. (3)
13. Determine cash discounts according to credit terms, and record cash receipts from charge customers who are entitled to deduct the cash discounts. (3)
14. \*Record transactions involving trade discounts. (6)
15. Complete a worksheet for a service-type enterprise and a merchandising business, adjust for supplies used, expired insurance, depreciation, accrued wages, etc. (3)
16. Prepare an income statement, a statement of owner's equity, and a balance sheet for a business with more than one revenue account and accumulated depreciation account. (6)
17. Prepare a classified income statement and a classified balance sheet for any type of business. (6)
18. \*Compute working capital and current ratio. (3)
19. \*Journalize and post closing entries and prepare a post-closing trial balance. (6)
20. \*Reconcile a bank statement and record the required journal entries directly from the bank reconciliation. (3)
21. \*Record journal entries to establish and reimburse the petty cash fund and complete petty cash vouchers and petty cash payments= records. (6)
22. \*Record journal entries for transactions involving cash short and over. (6)
23. \*Calculate total earnings based on an hourly, piece-rate, or commission basis. (3)
24. Determine deductions from tables of employee=s income tax withholding. (1)
25. Complete a payroll register. (3)
26. \*Journalize the payroll entry form a payroll register. (3)
27. Maintain employee=s individual earnings records. (3)
28. \*Journalize the entry to record payroll tax. (6)
29. Achieve a minimum performance rating of 100 percent demonstrating the ability to perform accounting activities on a computer. (8)
30. Achieve a minimum of 100 percent accuracy on homework. (10)

\*INDICATES INTEGRATED, CORE CURRICULUMSKILLS  
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

### Required Materials

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Computer Accounting with QuickBooks Pro 2010, Donna Kayr, 12<sup>th</sup> Edition

### Assignment Sheet:

ASSIGNMENT	DUE DATE
Chapter 1 Quick Tour of QuickBooks 2010	TBA
Chapter 2 Customizing QuickBooks and the Chart of Accounts	TBA
Chapter 3 Banking	TBA
Chapter 4 Customers and Sales	TBA
Chapter 5 Vendors, Purchases, and Inventory	TBA
Chapter 6 Employee and Payroll	TBA
Chapter 7 Reports and Graphs	TBA

Chapter 8 New Company Setup	TBA
Chapter 9 Accounting For a Service Company	TBA
Chapter 10 Merchandising Corporations: Sales, Purchases and Inventory	TBA
Chapter 11 Merchasdising Corporation: Payroll	TBA
Chapter 12 Advanced QuickBooks Features for Accountants	TBA
Chapter 13 Live Project: QuickBooks in Action	TBA

### Grading Policy

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No late work is accepted. No makeup tests will be given.

40% Homework  
 50% Chapter Test  
 10% Final

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### Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

#### Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

#### Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

#### Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

#### Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

#### Disclaimer

\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.