



SYLLABUS

CATALOG DESCRIPTION

This course emphasizes the practical aspects of using computerized accounting software. Through the use of computer simulations, the student will demonstrate the ability to set up an accounting system using a hands-on approach, which integrates an understanding of accounting with mastery of the software. Activities will include the preparation and completion of quarterly, semi-annual and annual reports along with financial statements and various tax reports as required.

Prerequisites: ACCT 201

Semester Offered: Spring

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

- I. Learn how to use navigational tools in computerized accounting software.
- II. Customize and revise the chart of accounts, create passwords and use reminders list.
- III. Perform banking tasks such as making deposits, writing checks, and reconciling bank statements.
- IV. Learn how to use accounting software to record customer transactions, including sales to customers and collection of customer payments.
- V. Learn how to use accounting software to record vendor transactions, including placing orders, receiving goods, and paying bills.

- VI. Analyze and journalize payroll transactions and outline the procedures employed in a typical payroll accounting system.
- VII. Prepare financial statements, tax forms and management reports.
- VIII. Understand steps required to set up a new service company.
- IX. Enter business transactions for a service company's first year of operations.
- X. Maintain accounting records for a merchandising company.

Specific Learning Outcomes

Upon successful completion of the course, the student will be able to...

- 1. Learn how to open, navigate and save company files.
- 2. Learn how to add, edit and delete accounts in the chart of accounts.
- 3. View and print check register, make deposits, write checks and reconcile bank statements.
- 4. Create customer list, add new customers, and edit customer information.
- 5. Add jobs, make cash and credit sales, record and deposit payments.
- 6. Create vendor, items and services lists.
- 7. Create purchase orders, receive inventory, receive, enter and pay bills, and pay sales taxes.
- 8. Set up payroll, create employee list, track time and transfer time to sales invoices.
- 9. Journalize the entries to record payroll, payroll taxes and payment of payroll-related liabilities.
- 10. Prepare and print paychecks and pay payroll liabilities.
- 11. Prepare a trial balance and discover its usefulness in preparing adjusting entries, the adjusted trial balance, closing entries and financial statements – close the accounting period.
- 12. Prepare and analyze tax reports and management reports.
- 13. Create an inventory list and sales tax items.
- 14. Backup and restore company data.