



# Wayne County Community College District

## COURSE SYLLABUS

### ACC 112 Computerized Accounting Software

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**CREDIT HOURS:** 3.00

**CONTACT HOURS:** 45.00

**COURSE DESCRIPTION:**

Designed to introduce the student to applying their accounting knowledge to at least two software programs used by bookkeepers, accountants and other accounting personnel in the industry. Software programs that could be used in this course include Peachtree and Quick Books Pro. The class is taught in a computer classroom with 75% - 85% of the course being hands-on. Accounting skills applied to the software programs utilized include accrual accounting, non-customer cash receipts, sales and cash receipts, payroll expenses, journal entries, etc.

**PREREQUISITES:** ACC 110

**EXPECTED COMPETENCIES:**

Upon completion of this course, the student will be familiar with:

- Using Peachtree Accounting Complete (PAC), backup and restore company data. Install PAC and initiate a company's accounting records.
- Using PAC record Vendor transactions including preparation of purchase orders, receipt of merchandise and vendor invoices and payment to vendors. Analyze month end Account Payable reports.
- Using PAC, record Customer transactions, including quotes and sales orders prior to shipment or provision of services through the receipt of customer payments. Analyze month end Account Receivable reports.
- Using PAC, maintain Employees and Sales reps, record payroll default information and individual employees pay rate and personnel information. Calculate employees pay and prepare paychecks
- Using PAC, General Ledger and Inventory system, edit and maintain the Chart of Accounts, and set up Budget information. Use the General Journal to record journal entries. Set up inventory items and record inventory adjustments using correct inventory method. (LIFO, FIFO, weighted average)
- Using the Job Costing function, integrate information from the Payroll, Purchase and Sales system, to determine profitability by specific Job. Prepare and review Job Cost Reports.
- Prepare Financial Statements using both the Predefined formats and Student defined Statements using the Report/Financial Statements function. Analyze the Budget Variance Report. Identify information from the financial statements and where the information is derived.
- Create a New PAC accounting system for an existing Service business, and analyze and record all business transactions to complete an accounting cycle. Computer bank reconciliation will also be completed.
- Quarterly activities and Fiscal Year closing (payroll and accounting) using PAC. Change accounting periods, prepare and record quarterly adjusting journal entries in the general journal.
- 10. Using PAC create a new accounting system for an existing merchandising company. A full accounting cycle will be recorded for purchases, sales, inventory management, as well as payroll. This includes setting up prior period balances for all inventory items.



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For QuickBooks:

- Identify differences between Peachtree and QuickBooks (QB)
- Explore QB sample company, Rock Castle Construction, and review Chart of accounts 13. Banking and Bank reconciliations with QB. Prepare checks, deposits and month end bank reconciliations.
- Establish new customers, record sales, process collections, and customer credits with QuickBooks
- Establish vendors and inventory items, record purchases and adjust inventory with QuickBooks
- Prepare reports and graphs with QuickBooks.
- Create a service company with QuickBooks
- Record all accounting transactions for a service company for three months. Calculate and record adjusting journal entries for month end.
- Start up and account for a merchandising business with QuickBooks. Record all accounting transactions, calculate and record adjusting entries, prepare month end financial reports for a three-month period.

#### **ASSESSMENT METHODS:**

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

#### **GRADING SCALE:**

90%-100% = A  
80%-89.9% = B  
70%-79.9% = C  
60%-69.9% = D  
<60% = E