

Common Course Outline
ACCT 116
Computerized Accounting
3 Credits

Community College of Baltimore County

Description

ACCT 116 – Computerized Accounting introduces students to small business accounting using QuickBooks Online software. Students use the software’s features to prepare documents and reports related to the accounting cycle, general ledger, accounts payable, accounts receivable, and inventory systems. Accounting concepts are demonstrated in real-world business situations.

3 Credits

Prerequisite: ACCT 101

Overall Course Objectives

Upon completion of this course students will be able to:

1. setup a company to operate with QuickBooks Online;
2. create and edit a chart of accounts;
3. record cash sales, and transfer funds;
4. prepare a bank reconciliation;
5. create vendor, item and customer lists;
6. complete transactions for service and merchandising businesses;
7. complete the accounting cycle;
8. record adjusting entries;
9. prepare an adjusted trial balance;
10. prepare financial statements;
11. complete the closing process;
12. prepare a post-closing trial balance;
13. prepare reports to support business analysis and decision-making process;
14. assess QuickBooks Online apps, updates and blogs; and
15. prepare to take the QuickBooks Online User Certification exam.

Major Topics

- I. QuickBooks Online setup and navigation
- II. Company and user account creation
- III. Banking transaction and reconciliation processes
- IV. Purchases and sales workflow systems
- V. Report generation and analysis

- VI. Steps in the accounting cycle
- VII. Preparation of financial statements in print and electronic formats
- VIII. Overview of QuickBooks Online apps, updates and blogs
- IX. Certification review

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Grading/exams

- A minimum of 10 graded assignments
- A minimum of 10 quizzes
- A minimum of 2 case problems
- Comprehensive final exam

Written Assignments: Students are required to use appropriate academic resources.

Other Course Information

Students completing this course will qualify to take the QuickBooks Certified Online User exam.

This course is required in the Certified Bookkeeping certificate, the Accounting certificate, the Business Accounting certificate, and the Accounting AAS degree. This course is an elective in the Certified Public Accountant Qualification Exam certificate.