# 11/12/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 23 November 2020

Term and Year of Implementation: Fall 2021

**Course Title:** Computer-Based Accounting

**BRCC Course Rubric:** ACCT 2413

**Previous Course Rubric**: ACCT 221

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:** CACC 2413

**CIP Code:** 30.1601

**Course Description:** Introduces basic financial accounting principles using software applications, such as QuickBooks.

**Prerequisites:** ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with grade of C or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 30

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Setup a new business with computer software.

2. Perform computerized processing of financial data.

3. Identify and perform the computerized steps in the accounting cycle.

4. Maintain basic computerized accounting information.

5. Prepare and print financial statements and other reports or graphs.

6. Demonstrate the objectives and steps of an accounting information system.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Homework, projects, presentations, and/or class work

2. Exams and/or quizzes

3. Common questions assessing the student's knowledge of the learning outcomes will be administered to all sections of the course at the end of the semester.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Introduction to Computerized Accounting Software

A. Recognize Features and Structure of Computer Program

B. Navigate Program

C. Open Company Data File

D. Backup and Restore Company Data File

E. Close Company Data File and Exit Program

II. Chart of Accounts

A. Display Chart of Accounts

B. Display Account Numbers

C. Add/Delete/Edit Chart of Accounts

D. Print Chart of Accounts

III. Banking

A. View and Print Check Register

B. Make Deposits and Write Checks

C. Print Journal

D. Reconcile Bank Statements

IV. Customers and Sales

A. View Customer List

B. Add New Customer and Edit Customer Information

C. Add a Job

D. Cash Sales

E. Credit Sales: Create Invoices

F. Credit Sales: Create Reminder Statements

G. Credit Sales: Record Customer Payments

H. Record Bank Deposits

I. Print Customer Register

J. Customer Center

V. Vendors, Purchases, and Inventory

A. Vendor List

B. Items and Services List

C. Purchase and Vendor Preferences

D. Create Purchase Orders

E. Receive Items; Receive Bills; Pay Bills

F. Receive Items With Bill

G. Enter Bills

H. Pay Sales Tax

I. Print Vendor Reports

VI. Employees and Payroll

A. Time Tracking and Payroll Preferences

B. Employee List

C. Time Tracking

D. Transfer Time to Sales Invoices

E. Print Paychecks

F. Pay Payroll Liabilities

G. Print Payroll Reports

VII. Reports and Graphs

A. Trial Balance

B. Adjusting Entries

C. General Ledger

D. Financial Statements: Profit and Loss, Balance Sheet, & Statement of Cash Flows

E. Financial Graphs: Income and Expense Graph; Net Worth Graph

F. Management Reports

G. Cash Flow Forecast

H. Export Reports to Microsoft Excel

I. Company Center

VIII. Create a Service Company

A. Create a New Company

B. Edit the Chart of Accounts

C. Create a Customer List, Vendor List, and Item List

IX. Accounting for a Service Company

A. Record Owner’s Investment

B. Record Purchase and Sales Transactions

C. Make Adjusting Entries

D. Print Reports

E. Close the Accounting Period