

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: ACCT 212

Credit Hours: 3-3-0

Course Title: Computerized Accounting

Course Prerequisites: ACCT 205

Textbook: Computer Accounting; Quickbooks. Kay, Donna. 4th Edition; ISBN: 9781266643798

Course Description: An integration of accounting principles and methods with modern computer software. Simulation emphasizes a hands-on approach to setting up an accounting system, completing an accounting cycle, accounting for payroll, and analyzing financial statements.

Learning Outcomes:

At the end of this course, the student will:

- A. Demonstrate knowledge of terminology and operations of a computerized accounting system;
- B. Record common business transactions (or portions thereof) for a small business using accounting software or demonstrate a knowledge thereof; and
- C. Setup the accounting operations for a small business in accounting software.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. complete an orientation of QuickBooks which includes installation, navigation, and operation of the software (A);
- 2. identify and/or process vendor transactions by entering bills, paying bills, and writing checks for a business (B);
- 3. identify and/or process customer transactions by creating invoices, receiving deposits, entering cash sales, and making deposits (B);
- 4. identify and/or process the period-end procedures of an accounting cycle, including preparing and entering general journal entries (B);
- 5. identify and/or process inventory transactions by receiving items, selling items, recording sales discounts, and adjusting quantities on hand (B);
- 6. identify how to setup and/or process employee payroll transactions (B);
- 7. identify and/or process banking transactions by transferring funds, reconciling accounts, and entering credit card charges (B);
- 8. create a new company in QuickBooks (C);
- 9. modify and/or edit information for an existing company (C)

Course Requirements:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device) and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- E = 0 – 59

Attendance Policy:

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policies](#).

Course Fees: This course is accompanied with an additional fee for supplemental materials.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

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