GLENDALE
COMMUNITY
COLLEGE

COURSE DISCIPLINE :   ACCTG

COURSE NUMBER :   120

COURSE TITLE (FULL) :   Computerized Accounting Systems

COURSE TITLE (SHORT) :   Computerized Accounting Sys

CATALOG DESCRIPTION

ACCTG 120 provides students with computer skills required for employment in the field of computerized accounting. This course provides an introduction to accounting application software for bookkeepers, accountants, and business managers.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: ACCTG 101 or 110 or equivalent experience in accounting.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				Describe techniques of bookkeeping, including the use of the basic accounting equation as a foundation for accounting records;	Yes
2	ACCTG	101	Financial Accounting	define and use accounting and business terminology;	Yes
3	ACCTG	101	Financial Accounting	explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses and users; summarize the purpose of journals and ledgers;	Yes
4	ACCTG	110	Basic Accounting I	Describe the techniques of bookkeeping, including the use of the basic accounting equation as a foundation for accounting records;	Yes

EXIT STANDARDS

1   Explain the computer skills needed to improve employability in the field of computer based accounting;

2   explain basics of computer hardware and accounting software;

3   choose the correct software for operations in bookkeeping, accounting and business management.

STUDENT LEARNING OUTCOMES

1   carry out the set-up process of an accounting file, preferences, settings, and chart of accounts

2   demonstrate the ability to interpret source documents and enter the respective transactions in company's computerized accounting system

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Review of Accounting Principles • Assets = Liabilities + Capital • Accounting Cycle (Analyzing, Classifying, Recording, Summarizing, Interpreting) • Journals, Accounts, Ledgers, Subsidiary Ledgers, Statements	6	0	6
2	Introduction to Computer Systems (4 hours) • Input/Output methods and devices • Central Processing Units • Storage devices • Languages	7	0	7
3	Manual Method versus Computerized Method • Advantages and disadvantages • Function of the accountant and the computer • Analyze, classify, interpret • Speed, accuracy, storage, statements • Steps to convert from manual to automated • Auditing requirements	6	0	6
4	Basics of Computerized Accounting by Module • set-up • main file • transactions • reports	10	0	10
5	The Selected Accounting System • Input/Output device - how it works • The computer - how it works • The language - software • Error corrections	7	0	7
6	Problems in 5 modules: General Ledger, Accounts Receivable, Accounts Payable, Payroll & Inventory • Transactions/posting/trial balance • Beginning balances/transactions/posting/statements • Payroll/payroll register/checks/general W-2 forms	18	0	18
				54

OUT OF CLASS ASSIGNMENTS

1   reading assignment to introduce each covered subject (e.g. introduction to computer systems, manual method versus computerized method, basics of computerized accounting by module and selected accounting system);

2   software application assignments to reinforce the covered subject (e.g. assignments in QuickBooks).

METHODS OF EVALUATION

1 quizzes;
2 tests;
3 final examination.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☐ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☑ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Computer Accounting with QuickBooks 2019	Required	Boston: McGraw Hill	19		Kay, Donna	9781259741104	2019