

## CUYAMACA COLLEGE OFFICIAL COURSE OUTLINE

### **BUSINESS 176 – COMPUTERIZED ACCOUNTING APPLICATIONS**

1 hour lecture, 3 hours laboratory, 2 units

#### **Catalog Description**

Beginning course in small business accounting using QuickBooks software. Especially beneficial to students, teachers and professionals who are using, or plan to use, personal computers to create a chart of accounts, record customer and vendor transactions, process payroll and print reports.

#### **Prerequisite**

None

#### **Course Objectives**

Students will be able to:

- 1) Operate a microcomputer and its common input/output devices
- 2) Set up and manage the financial records for a business entity using the microcomputer
- 3) Employ an electronic spreadsheet in solving typical business problems
- 4) Design spreadsheets for specific business problem solutions
- 5) Create complete financial reports using the microcomputer

#### **Special Materials Required of Student**

10 formatted 3.5" disks

#### **Minimum Instructional Facilities**

- 1) Computer lab with at least 15 microcomputers, appropriate software
- 2) Tutorial diskettes for student use (when available)

#### **Course Content**

- 1) Introduction to computer operation
- 2) Accounting applications using microcomputer software package

#### **Method of Instruction**

- 1) Lecture and demonstration
- 2) Hands-on exercises

#### **Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Projects utilizing software packages
- 2) Demonstration of skills
- 3) Exams (objective)

#### **Texts and References**

- 1) Required: Ulmer, Donna. Computer Accounting with QuickBooks Pro 2000. Irwin McGraw-Hill, 2001.
- 2) Supplemental: Appropriate principles of accounting or financial accounting text (optional)