HOUSATONIC COMMUNITY COLLEGE

Course Name: Accounting Computer Applications

Course Number: ACC* E125

Credits: 3

Catalog description: Use of pre-written computer programs to simulate actual accounting applications on microprocessors. Programs include general ledger, accounts receivable, accounts payable and payroll. Additional projects are prepared using spreadsheet programs. No previous computer knowledge is required.

Prerequisite, Corequisite, or Parallel: : ACC*E113 or ACC*E101

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

☒ **BUS**   **Business elective**

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

1. Create invoices, create sales receipts, and make deposits
2. Enter and pay bills, and write checks
3. Invoice for billable costs and produce vendor reports
4. Create bank account transactions, and reconcile checking and credit card accounts

5. Create a company and create balance sheet reports
6. Create purchase orders with physical inventory and create inventory related reports
7. Process sales discounts, assess finance charges and create related reports
8. Process payroll, record and pay payroll taxes
9. Create estimates for a job, and convert invoices, use time tracking feature and create reports
10. Customize reports and create custom fields

Course Content:

INTRODUCING AUTOMATED ACCOUNTING SOFTWARE
    A. Understanding Basic Accounting
    B. Managing Basic Files
WORKING WITH CUSTOMER TRANSACTIONS
    A. Working with the Customer Center
    B. Creating Service Items
    C. Creating Invoices
    D. Receiving Payments
    E. Entering Sales Receipts
    F. Making Deposits
    G. Dealing with NSF Checks
WORKING WITH VENDOR TRANSACTIONS
    A. Exploring the Vendor List
    B. Entering Bills
    C. Paying Bills
    D. Writing Checks
    E. Invoicing for Billable Cost
    F. Producing Vendor and P&L Reports
    G. Working with Graphs
BANKING
    A. Creating Bank Accounts
    B. Transferring Funds
    C. Managing Credit Card Transactions
    D. Reconciling Accounts
    E. Viewing Bank Reports
CREATING A COMPANY
    A. Planning and Creating A Company
    B. Editing Your Preferences
    C. Customizing a Company File
    D. Opening Balances
    E. Working with Balance Sheet Report

DEALING WITH PHYSICAL INVENTORY
- A. Inventory Tracking
- B. Setting Up the Item List
- C. Dealing with Sales Tax
- D. Creating Purchase Orders
- E. Receiving Items
- F. Adjusting Quantity/Value on Hand
- G. Managing Inventory-Related Reports

SELLING INVENTORY ITEMS
- A. Working with Customer & Vendor Profile Lists
- B. Selling Items
- C. Processing Sales Discounts
- D. Assessing Finance Charges
- E. Writing Off Bad Debt
- F. Paying Sales Tax

PAYROLL
- A. Setting Up Payroll
- B. Setting Up Employees
- C. Working with the Employee List
- D. Dealing with Payroll Taxes
- E. Creating Paychecks

WORKING WITH BALANCE SHEET ACCOUNTS
- A. Working with Other Current Assets
- B. Transferring Funds Between Accounts
- C. Working with Fixed Asset Accounts
- D. Setting Up a Long Term Liability
- E. Working with Equity Accounts

USING CLASSES AND DEALING WITH ERRORS, REFUNDS, AND NSF CHECKS
- A. Applying Classes to Transactions
- B. Dealing with Errors
- C. Working with Refunds and Credit Memos
- D. Handling NSF Checks
- E. Running Class Reports

Date Course Created:

Date of Last Revision: 03/30/2017