

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG
UNIFORM COURSE SYLLABUS**

Name of Course: Computerized Accounting

Course No. BTEC 210

Department: Business Technology

Division: Business & Economics

I. Course Objectives

Upon successful completion of the course, students should be able to:

- tour QuickBooks Pro 2002 using QuickBooks Navigators and the QuickBooks sample company, Rock Castle Construction.

backup and restore company data.
- work with chart of accounts and how to customize the chart of accounts to suit specific business needs.

create passwords and use the Reminders List in QuickBooks Pro 2002.
- create the checking account and check register for a small business, including making deposits, writing checks, and reconciling a bank statement.
- record customer transactions such as how to create invoices, record sales, record customer payments, and print customer reports.
- record vendor transactions, including creating purchase orders, paying bills, and printing vendor reports.
- use the time tracking feature of QuickBooks Pro software, including how to transfer tracked time to customer invoices, and how to process payroll using QuickBooks.
- complete the accounting cycle by creating a trial balance and entering adjusting entries.

create a number of different reports and graphs using QuickBooks, including how to export reports to Microsoft® Excel® software.
- use the EasyStep Interview feature to set up a new company in QuickBooks, including how to create customer, vendor, and item lists.
- record transactions for an entire year using service company.
- set up a merchandising corporation with sales, purchases, and inventory and record transactions for the first month of operations.
- set up a merchandising corporation record payroll and create paychecks using QuickBooks.
- use advanced features of QuickBooks software including budgets, estimates, progress billing, credit card sales, accounting for bad debts, memorized reports, and the audit trail

II. Topics to Be Studied

Chapter 1: Guided Tour of Computerized Accounting
Chapter 2: Chart of Accounts
Chapter 3: Banking
Chapter 4: Customers and Sales
Chapter 5: Vendors, Purchases, and Inventory
Chapter 6: Employees and Payroll
Chapter 7: Reports and Graphs
Chapter 8: Creating a Service Company
Chapter 9: Accounting for a Service Company
Chapter 10: Merchandising Corporation: Sales, Purchases, and Inventory
Chapter 11: Merchandising Corporation: Payroll
Chapter 12: Advanced Topics: Budgets, Estimates, Progress Billing, Credit Card Sales, Accounting for Bad Debt, Memorized Reports, and Audit Trail.

III. Special Projects to Be Included in Course

Hands-on Applications of Chapters 1-12

IV. Methods of Student Evaluation

16 Hands-on applications using computerized accounting software

V. Assessment of Outcomes

Successful demonstration of computerized accounting software competencies through the 16 applications at 80 percent or above accuracy.

VI. Other Information

None Applicable.