

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

**COURSE NUMBER:** ACCT 121

**COURSE TITLE:** Computer Accounting

**SEMESTER CREDIT HOURS:** 3

**DEPARTMENT:** Accounting

**DIVISION:** General Education

**PREREQUISITE:** Financial Accounting (ACCT 112) or Business Accounting (OTEC 113)

**REVISION DATE:** October 2016

### **COURSE DESCRIPTION:**

Provides students the opportunity to learn to work with accounting software and to interpret financial information in the form of computer output.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Use QuickBooks 2015 to accomplish ordinary accounting tasks.

- Create a new company & edit the chart of accounts.
- Write checks, make deposits, & reconcile the bank account.
- Enter new customers & jobs, create invoices, and record customer payments.
- Enter new vendors & inventory items, create purchase orders, and make payments on account.
- Enter employee information, track time spent on jobs, and create paychecks.
- Print financial statements, invoices, purchase orders, and checks.