

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.

<u>COURSE NUMBER:</u>	ACCT 121
<u>COURSE TITLE:</u>	COMPUTER ACCOUNTING
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Accounting
<u>DIVISION:</u>	General Education
<u>PREREQUISITE:</u>	ACCT 112 Financial Accounting or OTEC 113 Business Accounting
<u>REVISION DATE:</u>	December 2012

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 Pro 2012 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.