

NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY ACC 215 - COMPUTERIZED ACCOUNTING (3 CR.)

Course Description

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

General Course Purpose

This course is designed to give students an understanding of the use and practical applications of accounting transactions and economic events in an accounting information system through the use of QuickBooks.

This course is designed to give students an understanding of the use and practical applications of computers to financial and managerial accounting.

Course Prerequisites/Corequisites

Prerequisite: ACC 211

Course Objectives

Upon completion of this course, the student will be able to:

- Apply proficiently the concepts learned in the Principles of Accounting I and II courses.
- Use the basic concepts of operating a computer.
 1. Navigate the QuickBooks® user interface.
 2. Create a new service-related company in QuickBooks® Online.
 3. Manage customer and vendor records in QuickBooks® Online.
 4. Manage inventory records with QuickBooks® Online.
 5. Perform basic analysis using balance sheet, income accounts and budgets in QuickBooks® Online.
 6. Prepare end of period procedures in QuickBooks® Online.
 7. Complete the accounting cycle in QuickBooks® Online.

Major Topics to be Included

- Setting up a new company file
- Working with customers
- Working with vendors
- Banking and credit card transactions
- Managing inventory
- Working with balance sheet accounts and budgets
- Customizing reports and forms
- Internal controls
- Completing the accounting cycle; adjusting/closing entries, financial reporting
- Payroll concepts