Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: ACC 240
Course Title: Computerized Accounting
Recommended Transcript Title (if over 40 characters)
Date Approved/Revised: 4-20-09; 9-18-17; 03/30/2020
Credit Hours: 3
Contact hours per week (Based on 15 week term): 3
Lecture: 3
Lab:
Prerequisite: None
Corequisite: None
Pre/Corequisite: None
Grading Mode: Letter
Catalog Description:
This course is an introduction to menu-driven general ledger accounting software and accounting for payroll in service and merchandising businesses. Topics include computerized general ledger and payroll accounting, accounting applications for accounts receivable and accounts payable, payroll process, inventory procedures, financial statements preparation, and departmental accounting and budgeting.
Course Outcomes:
1. Access cloud-based QuickBooks, open and save company files and explain use of QuickBooks in collecting, summarizing, and communicating information to decision makers
2. Customize QuickBooks to meet clients' specific accounting needs
3. Utilize QuickBooks to perform banking tasks
4. Utilize QuickBooks software to record customer transactions
5. Utilize QuickBooks to record vendor transactions
6. Utilize QuickBooks to record employee and payroll transactions
7. Use QuickBooks to create financial statements, tax forms and management reports
8. Set up a new company in QuickBooks
9. Record owner's investment, purchase and sales transactions and make adjustment entries
10. Create customer list, vendor list, item list, sales tax item and record transactions and adjustment
11. Utilize QuickBooks for payroll services including payroll liabilities, forms, paychecks and reports
12. Set up budgets, create audit trails, estimates and memorized reports
Implementation Cycle: Spring
Role in College Curriculum: (Check all that apply)
General Education Core (Specify category)

☒**Technical Core AAS ACC, AAS BOS**
☒ **Restricted Elective (Specify Program) BOS CAS, ACC CAS, BUS CAS**
☒ **General Elective**
  Workforce Education
  Other (Please specify)

Course Fee: None
Instructor's Qualifications: Master's Degree in Business or Accounting or Master's Degree with 18 graduate hours in Business or Accounting.
Expanded Course Description: This is a hand-on course utilizing QuickBooks.

Prepared by: Seyed Mirkhani / Division Chair for Business Computer and IT

_____02/06/2020_____
Name,   Title   Date

Approved Per LOT Minutes

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Dean, Academic and Student Services   Date