

**MAYLAND COMMUNITY COLLEGE**  
**Welcomes You To:**

**ACC 150-75**  
**ACCOUNTING SOFTWARE APPLICATIONS**  
**Credit Hours: 2                      Contact Hours: 6**

**TERM: Summer 2007**

**Course Description**

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**Prerequisites:** ACC 115 or ACC 120

**Corequisites:** None

**Instructor Information**

**Instructor:** Robert L. Taylor  
**Office Location:** Sam Phillips Building #208  
**Telephone Number:** 828-765-7351 x336  
**E-mail Address:** [btaylor@mayland.edu](mailto:btaylor@mayland.edu)  
**Office Hours:**  
**M-T-W-T 12:00 – 1:00 pm**

**Course Information**

**MEETS**

M-T-W-T TBA

**Required Text(s):** QuickBooks Pro 2005, Kathleen Villani and Jams B. Rosa, EMC Paradigm, 2005. ISBN 0-7638-2266-3.

**Course Objectives/Competencies:**

1. To develop an understanding of the original books of entry in a manual accounting system and to relate these books of entry to the templates contained in packaged accounting software. In this course we will be using Quickbooks pro 2005.
2. To be able to enter, manipulate and compose data in a business simulation in such a manner as to produce standard accounting reports of Income

Statement, Balance Sheet, and Statement of Cash Flows, as well as intermediate reports of payroll, subsidiary ledgers, special journals and customized management reports.

3. To complete a business project simulation for a business cycle.

### **Course Content**

- A. Books of Original Entry and manual accounting (Cha 1)
- B. Accounting for cash outflows (accounts payable) (Cha 2)
- C. Accounting for cash inflows (accounts receivable and sales) (Cha 3)
- D. Analyzing and journalizing adjusting and closing entries (Cha 4)
- E. Setting up a business on QuickBooks pro 2005 (Cha 6-7)
- F. Accounting for payroll (Cha 9)
- G. Banking (Cha 10)
- H. Reports and graphs (Cha 12)

### **Grading Criteria/Tests/Projects:**

Your final grade will consist of the following:

Chapter assignments: 100 %

### **Grading Scale:**

A=90-100

B=80-89

C=70-79

D=60-69

F= below 60

### **Academic Standards/Student Expectations/Ethics:**

Students are expected to take personal responsibility for their learning in this class. This includes preparation and submission of assignments and the class project. It is to be their own work.

Students are expected to act ethically and responsibly. Student honesty is expected and required in all endeavors related to this class. Students who are caught cheating will receive a grade of -0- on the instrument upon which they cheated; will receive a class grade of F; and will be referred to the Mayland Disciplinary board for academic suspension or expulsion.

## **Withdrawal Dates**

Summer 2006

End of Unconditional Withdrawal  
End of Conditional Withdrawal

Thursday, June 21  
Monday, July 16

**Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**

**Assignments to be completed by the student(s).**

<b>Chapter</b>	<b>Assignment</b>	<b>WEEK</b>
1	Do Procedures Check	1
2	Case Problem #1	2
3	Case Problem #1	2
4	Case Problem #1	3
6	Case Problem #1	3
7	Case Problem #1	4
<b>MIDTERM BREAK JULY 2 – 5</b>		5
9	Case Problem #1	6
10	Case Problem #1	7
12	Case Problem #1	8