

# North Central Michigan College

## NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

DIVISION/AREA: Business and Technology DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E. ORIGINATOR: Thomas Barkley

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DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

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TOTAL HOURS OF INSTRUCTION: 3 LECTURE: 2 LAB: 1 TOTAL CONTACT HOURS: 52.8

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COURSE NUMBER: B 113 CREDIT HOURS: 3

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COURSE TITLE: Computer Assisted Accounting

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TRANSFERABLE YES: NO: X TO:

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PREREQUISITE (S)/COREQUISITE (S)/ADVISORY: One college level accounting course.

### CATALOG DESCRIPTION:

An introduction to computer-based accounting, using the latest versions of two of the most popular programs used in accounting today. QuickBooks Pro is one of the most popular general ledger software packages used by small and medium sized businesses. The Peachtree accounting program provides the student with conceptual knowledge and the process knowledge necessary to build the problem-solving skills that he or she will need when using computerized accounting in the workplace. Prerequisite: one college level accounting course.

### GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
- Independently acquire knowledge
- Select and use mathematical tools for problem solving and decision making

### COURSE OBJECTIVES & OUTCOMES:

Upon successful completion of this course, the student will:

- Be able to set up and record accounts and transactions on a computerized accounting system using both QuickBooks Pro and Peachtree.
- Prepare and print financial statements using the computer
- Complete the accounting cycle using the computer

METHODS OF INSTRUCTION: Lecture, problem solving, in class assignments, computer assignments.

METHODS OF EVALUATION:  
Points are earned as follows:

Homework assignments  
Tests  
Attendance

REQUIRED TEXTS:

Computerized Accounting with Quick Books Pro 2000, Kathleen Villani and James B Rosa, EMC Paradigm, Copyright 2002.

Computerized Accounting with Peachtree 8.0, Jim Maze and Gary Chafes, EMC Paradigm, Copyright 2002.

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Note: Students will have eight weeks each of Quickbooks Pro and Peachtree, as reflected in the description below.

## QUICKBOOKS PRO

### TENTATIVE SCHEDULE

WEEK	CHAPTER	
1		Introduction to course; policies etc.
	1.	Introduction to QuickBooks Pro
2	2	Vendors Enter Bills, Pay Bills, and Write Checks
3	3	Customers Create Invoices, Receive Payments, Enter Cash Sales, and Make Deposits
4	4	Period-End Procedures General Journal Entry

5	5	Inventory Receive Items, Sell Items, Process Sales Discounts, Adjust Quantity/Value on Hand and Pay Sales Tax
		EXAMINATION # 1
6	6	New Company Setup—Part I Easy Step Interview
7	7	New Company Setup—Part II Customize, Update, and Prepare for the Accrual Basis of Accounting
8	9	Payroll Setup and Processing Pay Employees, Pay Payroll Liabilities and Process Payroll Forms
		EXAMINATION # 2

**PEACHTREE 8.0**

Week	Chapter	Topic
1	1	Getting Started
2	2	Setting Up a Company
3	3	Entering Transactions for a Cash Business
4	4	Accounts Receivable and Sales for a Service Business <b>EXAMINATION # 3</b>
5	5	Accounts Payable and Purchases for a Service Business
6	6	Cash Payments and Cash Receipts
7	7	Preparing the Financial Statements
8	10	Payroll EXAMINATION # 4

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_