

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business 176 – Computerized Accounting Applications

2 hours lecture, 2 units

Catalog Description

An introductory course of computerized accounting functions utilizing an integrated general ledger software package. Especially beneficial to students, teachers and professionals who are using, or plan to use, computerized accounting packages to create a chart of accounts, record customer and vendor transactions, process payroll, and print reports.

Prerequisite

None

Course Content

- 1) Introduction to basic accounting principles and software.
- 2) Accounting applications using microcomputer software package(s)

Course Objectives

Students will be able to:

- 1) Understand and use basic accounting principles with software.
- 2) Set up and manage the financial records for a business entity.
- 3) Understand how an electronic spreadsheet is used in solving typical business problems.
- 4) Create complete financial reports using software.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Projects utilizing software packages
- 2) Demonstration of skills
- 3) Exams (objective)

Special Materials Required of Student

Accounting software packages

Minimum Instructional Facilities

Computer lab with appropriate software

Method of Instruction

- 1) Lecture and demonstration
- 2) Hands-on exercises

Out-of-Class Assignments

- 1) **Reading:** lecture notes, course materials, content on websites, other texts, and more.
- 2) **Writing:** assignments describing basic accounting principles, software, and more.
- 3) **Other:** web-based assignments and projects related utilizing software packages, spreadsheets, research, and more.

Texts and References

- 1) Required (representative example): Patricia Hartley, MBA, Eric A. Weinstein, CPA, *QuickBooks Online 2024-2025: Comprehensive + Accounting Essentials*, Labyrinth Learning.
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Complete the accounting cycle for a business using current accounting software.
- 2) Complete an income statement, retained earnings statement, balance sheet, and cash flow statement using current accounting software.