

**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 assignments
- 2) Short writing or spreadsheet assignments
- 3) Short research assignments

**Texts and References**

- 1) Required (representative example): Conlon, Trish, *QuickBooks Desktop 2020*, Labyrinth Learning, 2020.
- 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.