

NORMANDALE COMMUNITY COLLEGE

COMMON COURSE OUTLINE

Effective Date: October 2017

I. ACCT 1052: Computerized Accounting

Credits: 2 Credits Prerequisite: ACCT 1051 or ACCT 2251

II. Catalog Description: This course provides an environment in which students use Computerized Accounting Software to create financial statements and other financial reports, to reinforce learned accounting concepts and see how computer software can be used to make business decisions.

III. Outline of Major Content Areas:

- a. Setting up a company in QuickBooks
- b. Entering bills
- c. Paying Bills
- d. Invoicing Customers
- e. Receiving Payments
- f. Payroll Entries
- g. Balance Sheet
- h. Income Statement
- i. Cash Flow Statement
- j. Adjusting Entries

IV. Learning Outcomes: Upon successfully completing this course, students should be able to:

- a. Enter and pay bills using QuickBooks
- b. Invoice and receive payment from customers
- c. Create and understand a Balance Sheet
- d. Create and understand an Income Statement
- e. Create and understand a Cash Flow Statement
- f. Run various reports for purposes of error detection and correction
- g. Understand payroll entries

V. Methods Used for Evaluation of Student Learning: Homework assignments using QuickBooks Online, Quizzes, and Exams