# COMPUTERIZED ACCOUNTING
## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>BFMA-0035</th>
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<tbody>
<tr>
<td>OHLAP Credit:</td>
<td>Yes</td>
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<tr>
<td>OCAS Code:</td>
<td>8109</td>
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<td>Course Length:</td>
<td>120 Hours</td>
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<td>Career Cluster:</td>
<td>Finance</td>
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<td>Career Pathway:</td>
<td>Business Financial Management &amp; Accounting</td>
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<tr>
<td>Career Major(s):</td>
<td>Financial Clerk, Full Charge Bookkeeper</td>
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<tr>
<td>Pre-requisite(s):</td>
<td>Accounting I and Accounting II</td>
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### Course Description:
This course is designed to integrate accounting principles using computerized accounting system(s).

### Textbooks:
*QuickBooks Pro 2013: Comprehensive*, Bieg, Toland, South Western Cengage Learning (2013)

### Course Objectives:

**A. Integrate Accounting Principles Using Computerized Accounting System(s).**
1. Set up a company.
2. Maintain chart of accounts.
3. Set up and maintain inventory.
4. Set up and maintain payroll.
5. Set up and maintain vendors and customers.
6. Set up and maintain plant assets.
7. Record journal transactions.
8. Create customer invoices and process cash receipts.
9. Enter purchases on account and process cash payments.
11. Record adjusting entries.
12. Prepare financial statements and reports.

**B. Identify Types of Available Computer Software for Accounting**
1. Compare computer processing to manual processing.
2. List types of computer software available for accounting.
3. List the computer equipment required for using available software.
4. Discuss differences in computer software.

**C. Demonstrate Knowledge of Spreadsheets, Accounting Software Programs for the Completing of Accounting Projects**
1. Demonstrate ability to complete each step in the accounting cycle through use of spreadsheets, and accounting software.
2. Record transactions in a spreadsheet using combine and link as well as a
variety of other commands to create financial statements, etc. (Complete one simulation.)
3. Complete one simulation using accounting software.

D. Perform Basic Accounting Functions Using a Computer
1. Identify each step in the accounting cycle.
2. Complete each step of the accounting cycle through a business simulation.
3. Prepare name and address list of accounts payable vendors and accounts receivable customers through the use of a database software.
4. Complete all steps necessary to set up computer books prior to beginning the process of keying transactions.
5. Analyze transactions, classify accounts and prepare input sheets for various software packages.
6. Key input sheets.
7. Analyze printouts to check for accuracy of analyzing & recording, and also the keying of that material.

1ODCTE objective

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.