

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
ACC 151S COMPUTERIZED ACCOUNTING II
3 CREDIT HOURS

COURSE DESCRIPTION

Practical application of QuickBooks Online for recording transactions, managing customers and vendors, tracking inventory, processing banking activities, and generating financial reports. The course introduces students to the sequence of activities businesses use to capture and report financial data within a cloud-based environment, including company setup, sales tax, classes and locations, reconciliations, and period-end procedures. Students complete a comprehensive case study to integrate multiple QuickBooks functions and produce accurate financial statements. Students will also be introduced to additional business software platforms to compare workflows and understand broader industry practices. Lab fee.

COURSE GOALS

The student will:

Blooms Level		Program Outcomes
3	1. Manage a complete QuickBooks Online company file, including chart of accounts, products and services, classes, locations, sales tax, and beginning balances.	6, 8
3	2. Record customer and vendor transactions for service and merchandising businesses using appropriate QuickBooks tools.	6, 8
4	3. Apply the full sequence of activities businesses use to capture and to report financial data within QuickBooks, including adjusting entries, reconciliations, and period-end closing procedures.	6, 8
3	4. Interpret financial reports to support business analysis and managerial decision-making	3, 6, 8
3	5. Manage specialized QuickBooks functions, including accounts payable, accounts receivable, inventory, and banking features.	6, 8
4	6. Troubleshoot common software errors by applying best practices for data accuracy, internal controls, and file management (backup, restore, and audit trail review).	4, 6, 7
5	7. Integrate multiple QuickBooks functions to complete a comprehensive capstone case study, producing accurate financial records and final reports for a simulated business.	1, 2, 6, 8

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Introduction to QuickBooks Online and Cloud Based Accounting, including an overview of additional business software platforms for workflow comparison
2. New QBO Company Setup: Chart of Accounts, Preferences, and Beginning Balances
3. Products, Services, Classes, and Locations
4. Sales Tax Setup and Management

5. Customer Transactions for Service and Merchandising Businesses
6. Vendor Transactions for Service and Merchandising Businesses
7. Accounts Receivable and Accounts Payable Workflows
8. Inventory Setup, Tracking, and Adjustments
9. Banking Tools, Bank Feeds, and Reconciliation
10. Financial Reports: Generation, Customization, and Interpretation
11. Period End Procedures and Closing Processes in QBO
12. Overview of Payroll Concepts and Their Role in Financial Data Reporting
13. Capstone Case Study: Integrated Financial Data Workflow Simulation