

**Bergen Community College**  
**Department of Business, Accounting and Finance**  
**ACC-120 Computerized Accounting**

<b>Semester and Year</b>			
<b>Course and Section</b>			
<b>Meeting Days/Times</b>			
<b>Room</b>			
<b>Prerequisite</b>			
<b>Credits &amp; Hours</b>			
<b>Course Description</b>	ACC-120 Computerized Accounting provides the student with the skills necessary to use popular computerized accounting packages such as QuickBooks or Peachtree for Windows. The student will obtain a theoretical accounting background. The student, using basic accounting concepts, will prepare and analyze various accounting documents, reports and statements. It is recommended this course be taken concurrently with ACC-110 Financial Accounting.		
<b>Student Learning Objectives And Means of Assessment</b>	As a result of meeting the requirements of the course, students will be able to:		
		Student Learning Objectives	Means of Assessment
	1	Identify and apply fundamental financial accounting theory and terminology to business transactions and events	Comprehensive multiple choice examination questions and /or completing case problem assignments
	2	Open QuickBooks, open a company file, make and restore a backup copy of a company file. Create, set up, and customize a new company file	Comprehensive multiple choice examination questions and /or completing case problem assignments
	3	Set up and maintain Chart of Accounts, Vendors, Customers, Items, Employee, and Payroll Item lists	Comprehensive multiple choice examination questions and /or completing case problem assignments
	4	Enter daily activities as appropriate in the Enter Bills, Pay Bills, Write Checks, Create Invoices, Receive Payments, Enter Sales Receipts, Make Deposits, Pay Sales Tax, Pay Employees, and Pay Liabilities windows	Comprehensive multiple choice examination questions and /or completing case problem assignments
	5	Perform year end functions such as  Adjusting entries; accruals and reversals and Sec. 179 Depreciation.  Identify payroll and sales tax forms	Comprehensive multiple choice examination questions and /or completing case problem assignments
	6	View, customize and print  Accounting reports such as journals, trial balances, and general ledgers  Print financial reports including profit and loss (income) statements and balance sheets  Management reports for vendors, customers, inventory items, payroll, banking, and jobs	Comprehensive multiple choice examination questions and /or completing case problem assignments
	7	Utilize QuickBooks and Microsoft Excel and Word integration features	Comprehensive multiple choice examination questions and /or completing case problem assignments
8	Perform all accounting functions for a two month period	Comprehensive case problem covering a two month period	

<b>Course Content</b>	<table border="1" data-bbox="474 94 1430 583"> <thead> <tr> <th></th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td></td> <td>Introduction to Accounting</td> </tr> <tr> <td>1</td> <td>Introduction to QuickBooks</td> </tr> <tr> <td>2</td> <td>Vendors</td> </tr> <tr> <td>3</td> <td>Customers</td> </tr> <tr> <td>4</td> <td>Period End Procedures</td> </tr> <tr> <td>5</td> <td>Inventory</td> </tr> <tr> <td>6</td> <td>New Company Setup- EZ Interview</td> </tr> <tr> <td>7</td> <td>New Company Setup- Alternative</td> </tr> <tr> <td>8</td> <td>Payroll Setup</td> </tr> <tr> <td>9</td> <td>Payroll Processing</td> </tr> <tr> <td>10</td> <td>Banking</td> </tr> <tr> <td>11</td> <td>Jobs and Time Tracking</td> </tr> <tr> <td>12</td> <td>Customizing Your Company File</td> </tr> </tbody> </table>		Topic		Introduction to Accounting	1	Introduction to QuickBooks	2	Vendors	3	Customers	4	Period End Procedures	5	Inventory	6	New Company Setup- EZ Interview	7	New Company Setup- Alternative	8	Payroll Setup	9	Payroll Processing	10	Banking	11	Jobs and Time Tracking	12	Customizing Your Company File
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<b>Course Texts</b>	<p>Computerized Accounting with QuickBooks 2015 by Villani and Rosa. Paradigm Publishing (ISBN# 9780763865177). Enclosed with the textbook are two cards for online access. One card allows access to the QuickBooks Student Trial Edition 2015 software, and the other allows access to the Student Resources including the company files, which are required for completing the homework. It is very important to have both cards.</p>																												
<b>Specific Features</b>	<p>Computerized Accounting provides the student with necessary information for the proper management of business, including the ability to understand various financial records and statements. This course is designed for students requiring an introduction to computerized accounting and a hands-on experience using software to solve many financial and managerial accounting questions. While a number of four-year institutions accept this course for transfer as a free elective, students should be reminded that the course is not primarily designed for transfer credit.</p>																												
<b>Other Optional Study Material</b>	<p>Tutoring</p> <ul style="list-style-type: none"> <li>The tutoring center is located in L-125. Telephone: (201) 447-7489 and online at <a href="http://www.bergen.edu/current-students/student-support-services/tutoring/tutoring-center">http://www.bergen.edu/current-students/student-support-services/tutoring/tutoring-center</a></li> </ul> <p>Library</p> <p>The library has a number of textbooks, videotapes and aids in its regular and reserve holdings which may be used as a reference. In addition to the resources mentioned above students should be encouraged to make full use of the Sidney Silverman Library (in person and online at <a href="http://www.bergen.edu/library/">http://www.bergen.edu/library/</a>)</p>																												
<b>Office of Special Services</b>	<p>Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: 201-612-5270 or <a href="http://www.bergen.edu/pages/676.asp">http://www.bergen.edu/pages/676.asp</a>.</p>																												
<b>Writing and Critical Thinking Requirements:</b>	<p>There is no specific writing requirement. Students are required to demonstrate critical thinking by demonstrating an ability to analyze data and solve problems based on various accounting and business situations.</p>																												
<b>Grading And Assessment</b>	<p>The following criteria will be used to assess your performance and assign you a final grade:</p>																												

50%	<p><b>Interim Examinations</b></p> <p>There will be three multiple choice exams. The highest two grades on the first three exams will be included in the 50%. If a student takes all three exams, the lowest score will be dropped. One exam not taken, will count as the dropped score. Additional exams not taken will count as a zero.</p>
15%	<p><b>Comprehensive Problem</b></p> <p>This comprehensive problem will cover all chapters.</p>
10%	<p><b>Class Participation/Attendance</b></p> <p>Punctual attendance (full class time) is necessary for the student to do well. Students should come to class prepared to participate in class discussions and group work.</p>
25%	<p><b>Graded Homework Problems</b></p> <p>Homework will be assigned on a weekly basis. Homework must be handed in on time.</p>
<b>ATTENDANCE AND CLASS PARTICIPATION</b>	<p>All students are expected to attend punctually every scheduled meeting of this course. As outlined above, 10% of final grade is allocated to attendance and class participation. Class participation grade will be based on several factors such as bringing course materials to class including textbooks, participating in class discussions, group activities and class exercises.</p>
<b>FACULTY ABSCENCE PROCEDURE</b>	<p>Students are expected to wait twenty minutes for a faculty member to arrive. If at the end of twenty minutes, the faculty does not come, the students should sign an attendance sheet which indicates the course, date and time. A student should deliver the attendance sheet to the divisional office or the evening office. Students should not be penalized for not waiting more than twenty minutes.</p>
<b>Suspension Of Classes</b>	<p>Emergency Closing Procedures. <b>To find out if the College is closed:</b></p> <ul style="list-style-type: none"> <li>• Sign up via the college website to receive notification through the phone regarding college emergency closing.</li> <li>• Log on to the College's Web site, <a href="http://www.bergen.edu">www.bergen.edu</a></li> <li>• Listen to radio stations: WCBS/880, WOR/710, 1010/WINS, WVNJ/1160</li> <li>• Watch TV Cablevision/News 12 NJ</li> </ul>