

Business Department Course Outline

ACCT 2043 COMPUTERIZED ACCOUNTING WITH PAYROLL (F, S)

Catalog Description:

This course emphasizes the application of computers to Generally Accepted Accounting Principles and payroll practices, utilizing a current accounting software package (currently Quickbooks). Students will use the computer for the following accounting applications: general ledger, accounts receivable, accounts payable, financial analysis, depreciation, inventory, and payroll. This course also provides a study of payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures and recordkeeping requirements.

Prerequisite: ACCT 2013 Principles of Accounting I. CISQ 1103 or Computer Proficiency strongly recommended.

Credit Hours/Contact Hours/Load Hours:

3/3/3

Target Audience / Transferability:

Designed for students with general accounting and computer knowledge. Students will use Quickbooks to learn computerized accounting concepts. This course will not transfer to most four-year institutions.

Student Learning Outcomes:

Students completing this course will:

- Analyze business transactions for proper data entry, including payroll transactions.
- Demonstrate procedures for recording accounting transactions electronically, including payroll-related transactions.
- Prepare professional accounting statements and reports from stored data, including payroll and tax reports.
- Explain the major provisions of the Fair Labor Standards Act.
- Identify taxable wages, compute taxes, and create the reports required for the Federal Unemployment Tax Act.
- Explain the purpose of Form W-4 and the procedures for using the information contained in the form; complete Form W-2 and other wage and tax statements.
- Describe the impact various tax laws and regulations have on the business.
- Be able to use basic math, algebra, and reasoning skills to complete assignments.

Topics:

- Introduction to Quickbooks
- Journalizing and Posting
- Inventory Control
- Depreciation

- Completing the Accounting Cycle
- Payroll

Forms of Assessment:

Exams that include vocabulary and proficiency with the software program, projects, homework assignments, and quizzes.

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