

Date Adopted: October, 2001

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING

I. OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING– 3 Semester Hours

(Same as BUS 246Q)

II. Course Description

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion the student will be able to demonstrate the ability to use a microcomputer system to record financial data.

III. Prerequisite

Bus 241 or ACT 145

IV. Textbook

Textbook: Introduction to QuickBooks Pro 2012

Publisher: Paradigm

Authors: Villani & Rosa

V. Course Objectives

1. The student will be able to use a recordkeeping software program.
2. The student will be able to manage revenue.
3. The student will be able to manage expenses.
4. The student will be able to setup and process payroll.
5. The student will be able to reconcile bank accounts.
6. The student will be able to customize reports and export reports to spreadsheets for further analysis.
7. The student will be able to adjust inventory quantities and values.
8. The student will be able to setup and maintain company files

VI. Course Outline of Topics

1. The student will be able to use the menus and icons to enter transactions into financial recordkeeping software.
2. The student will be able to set up customer lists, record cash sales and invoices, record payments, and process customer returns and credits.
3. The student will be able to enter expense transactions in several different ways, manage Accounts Payable transactions, create and apply vendor credits, track credit card charges and payments, and handle petty cash.
4. The student will be able to set up payroll accounts, handle typical paychecks, set up individual employee records, create paychecks for hourly and salaried employees, pay commissions to sales reps through payroll, create and print payroll tax forms, and set up year-to-date balances and a variety of payroll reports.
5. The student will be able to reconcile bank accounts, find bank reconciliation errors, and handle banking transactions during accounting periods.
6. The student will be able to create different types of reports and export reports to spreadsheets for further analysis.
7. The student will be able to use purchase orders to purchase inventory, receive inventory and match the receipt with a purchase order, and adjust inventory quantities and values.

8. The student will be able to set up custom fields for customers, vendors, and employees, set up General Ledger accounts, and verify balances and compare them with accountants' reports.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).