Accounting 25
Automated Accounting
Excel Applications for Accounting Principles
& Computer Accounting with QuickBooks

College
West Los Angeles College

Semester
Semester: Spring 2016

Instructor
Instructor: Dr. Ewan E. Paymah, CPA, JD/MBA, MAcc.

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You may contact me on Friday from 11:00AM to 12:00PM via my cell at 310-709-0556. If my line is busy, please leave a message and I will return your call. All other communications shall be via Etudes Private Messages. There will be a response time of 24 hours or the next business day. E-mail communication is not encouraged except for the first two weeks of the semester when most students are not familiar with Etudes. Priority response will be given to Etudes Private messages. There will be no response to messages posted on the bulletin board. If you need a response, you must address your message directly to me, your instructor, via the Etudes Private Message system.

You may also call my cell phone or leave a message for me at anytime if there is an emergency.

Course Description
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This course provides the students the use of the microcomputer and the QuickBooks software in processing data and generating accounting information. The course also provides the students the opportunity to generate or prepare accounts receivable, accounts payables, payroll, inventory, depreciation and the general ledger reports. Microsoft Excel or the electronic spreadsheet will also be utilized in solving accounting problems, preparing financial statements and other accounting reports.

During the first four weeks of the course, the students shall work with excel in the preparation of the Ten-Column Accounting worksheet, prepare accounting reports including the Balance Sheet, Income Statement and Owner's Equity Statement via the use of Excel. Students will also learn how to calculate deprecations by utilizing the excel functions.

The student will have the opportunity to set-up or create an accounting system for a new company in QuicksBooks as well as generate reports for the established company. The students will also process invoices and purchase orders, generate payroll checks and reports, prepare bank reconciliation, prepare adjusting and corrections entries. This course is primarily hands-on and will provide the students the hands-on experience needed in executing the aforementioned functions and generating accounting reports as previously stated.

Course Objectives

This course is an online course introducing the students to the utilization of the Microsoft Excel software in solving accounting problems and the preparation of financial statements and other reports. (Access to Excel software is mandatory). The course also introduces the students to the QuickBooks accounting software. QuickBooks will be used in processing accounting data, and generating various accounting reports including the financial statements. Each student will have to complete three lessons in Excel and ten lessons/projects in QuickBooks in order to complete the course.

Upon completion of the course, it is anticipated that the student will be able to utilize any spreadsheet in solving accounting problems as well as use QuickBooks or any other accounting software in solving accounting problems. Further, students taking this course will acquire the basic understanding of automated accounting to enable them to take entry level jobs in the business community. The course also provides for those with accounting background the basic knowledge of automated accounting to enhance their skills and knowledge as well as empowering them with the automated accounting skills to advance their career.

This course will utilize basic accounting concepts that are learned in Accounting 1 and 21 to better enable the students to understand automated accounting. Prior completion of, or concurrent enrollment in Accounting 1 or 21 is recommended.

The attached projects will have to be completed by the end of the semester. The projects contains
six different parts. Each part will be completed upon the completion of the related topic or subject matter in QuickBooks.

1. The creation or set-up of the Company with the various accounts.

2. The processing of the adjusting entries.

3. The generation of reports, Balance Sheet and Income Statement.

4. The processing of the vendors transactions and inventories items.

5. The Processing of Invoices and Customers transactions.

6. The processing of payroll transactions.

TEXT BOOK

Computer Accounting with QuickBooks 2015 By Donna Kay.

Includes QuickBooks Software (140-day trial)

Seventeenth Edition

The ISBN is 978125962072-0
WLAC Bookstore Buyer's Number
310-287-4381
Optional.

**Textbook:** Excel Applications for Accounting Principles by Gaylord N. Smith, South-Western, Cengage Learning Optional: ANY USED OR OLDER EDITION WILL BE ADEQUATE.

You may acquire it from Amazon or any online store for less than $10.00. For those students who do not understand excel, I will also place a copy in the Library on campus. THE VIDEOS SHOULD BE SUFFICIENT.

**Grading**

- **Homework** 300 Points
- **VTEA Survey Completion** 05 Points
- **Midterm** 50 Points
- **Final** 100 Points

The possibility exists that the final grade point will be increased/ decreased depending on the class performance and extra points.

**Software requirements**

Any student taking this course online must have access to Microsoft Excel software (mandatory) or use the West Los Angeles College Computer Laboratory or the WLAC Library/Lab computers. Each student should also have access to QuickBooks Pro 2014 (comes with the textbook, the student trial version of QuickBooks works with Windows XP/Works with vista, 7 and 8). The software comes with the new textbook to enable the student to complete the coursework. Students who do not have access to QuickBooks Pro 2014 (comes with the textbook) may also utilize the WLAC Computer Laboratory or the
Library in completing their assignments. (The current software is not available in the lab). The textbook is mandatory. THE SOFTWARE THAT COMES WITH THE TEXTBOOK WORKS WITH WINDOWS ONLY.

It is mandatory that students have access to the Excel software. All assignments will have to be submitted via an Excel software or word. Students that do not have access to the Excel or word software, may use the alternative sources aforementioned. As a reminder, a copy of an Excel textbook is on reserved in the reference section of the school library.

Student Learning Outcome

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<th>1. At the end of the course, the successful students will be able to prepare financial statements; Balance Sheet, Income Statement and Statement of Owner’s Equity by utilizing the Excel Software as well as prepare the appropriate adjusting entries.</th>
<th>All students will be required to complete a comprehensive computerized excel spreadsheet project that will include the preparation of the ten-column work sheet including the adjusting entries, the Income Statement, the Balance Sheet and the Statement of Owner’s Equity.</th>
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<td>2. At the end of the course, the successful students will be able to process sales and customer transactions; vendor, purchase and inventory transactions; employee and payroll transactions; and banking transactions via the Quick Books software accurately as well as generate the appropriate reports including the financial statements, Accounts receivables, Accounts payables, Inventory, Payroll, Banking and the Sales Tax reports.</td>
<td>All students will be required to complete a comprehensive QuickBooks project that will include the analysis of transactions, setting-up of a company record system, entering the transactions data in the company records, making adjusting entries and generating the appropriate reports including the financial statements; Balance Sheet and Income Statement; vendor, customer, inventory and the sales tax reports as well as the bank reconciliation.</td>
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Technical Assistance

If you have trouble accessing the course on, or after, the start date, visit the Online Student Help Desk at HYPERLINK "http://www.wlac.edu/online/helpdesk.asp" http://www.wlac.edu/online/helpdesk.asp. Enter the Helpdesk and click on Helpdesk Rules, your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning
Program Office at (310)287-4305 or via email: shemwer@wlac.edu.

Contact the WLAC Distance Learning Program Office at 310-287-4305 for all technical assistance regarding Etudes.

Submission of Assignments

Your assignments are to be submitted as attachments via Excel or Word files depending on the type of assignments. If you don't have access to Microsoft Word or Excel, you may use the WLAC Computer Laboratory.

Course Projects

The course contains four major projects that each student will have to complete in QuickBooks. Any of the projects can be commenced at anytime. The submission dates are stipulated in the assignment modules.

The attached projects will have to be completed by the end of the semester. The projects contains six different parts. Each part will be completed upon the completion of the related topic or subject matter in QuickBooks.

1. The creation or set-up of a Company with the various accounts.

2. The set-up of a company, processing of the adjusting entries and the generation of the Balance Sheets.

3. The processing of the vendors and customer’s transactions and the generation of the vendor, customer and inventory reports.

4. The processing of payroll transactions and the generation of the financial statements including payroll, vendor and customer's reports.