

Accounting 25

Automated Accounting

Excel Applications for Accounting Principles & Computer Accounting with QuickBooks

College

West Los Angeles College

Semester

Semester: Spring 2014

Instructor

Instructor: Ewan E. Paymah, CPA, MBA, MAcc.

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 and preparing reports in the areas of accounts receivable, accounts payables, payroll, depreciation and the general ledger. Microsoft Excel or the electronic spreadsheet will be utilized in solving accounting problems and preparing financial statements and other accounting reports.

Course Objectives

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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. The course also introduces the students to the QuickBooks accounting software 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 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.

The primary objective of this course is to expose the students to the fundamentals of automated accounting by utilizing the Excel and QuickBooks software. **(Access to the Excel software is mandatory)** 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. It is anticipated that 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 and provide an opportunity for advancement.

TEXT BOOK

Computer Accounting WLAC Custom Edition By Donald Kay.

Acctg 25 Ewan Paymah

West Los angeles College

The ISBN is 978-1259172854

The is a package put together for this class.

The textbook can only be obtained from the

West Los Angeles College Bookstore.

WLAC Bookstore Buyer's Number

310-287-4381

Optional.

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.

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

Grading

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Homework	240 Points
VTEA Survey Completion	05Points
Midterm	50 Points
Final	100 Points

The possibility exists that the final grade point will be increased if we do not complete all the other assignments.

Software requirements

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 computers. Student should also have access to QuickBooks Pro 2013 (comes with the textbook). The software comes with the new textbook to enable the student to complete the course. Students who do not have access to QuickBooks Pro 2013 (comes with the textbook) may also utilize the WLAC Computer Laboratory or the Library in completing their assignments. (The current software are not available in the lab). The textbook is mandatory.

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.

