

**ACNT 1313
Computerized Accounting Applications**

Western Texas College

- I. Basic Course Information
 - A. Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.
 - B. Any required prerequisites: None.
- II. Student Learning Outcomes
 - A. Utilize spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project.
- III. Major Course Requirements
 - A. Final Exam.
- IV. Information on Books and Other Course Materials
 - A. QuickBooks 2013: A Complete Course *ISBN: 10:0-13-302335-4*
- V. Other Policies, Procedures and Important Dates are available in the WTC Course [Catalog](#).
- VI. Course Organization and Schedule
 - A. Weekly Course Schedule

Week Number	Section/Online Work
Week 1	Chapter 1: Introduction to QuickBooks 2013 and Company Files
Week 2	Chapter 1: Introduction to QuickBooks 2013 and Company Files
Week 3	Chapter 2: Sales and Receivables: Service Business
Week 4	Chapter 3: Payables and Purchases: Service Business
Week 5	Chapter 4: General Accounting and End-of-Period Procedures: Service Business
Week 6	Your Name at Your Service Practice Set: Service Business
Week 7	Chapter 5: Sales and Receivables: Merchandising Business
Week 8	Chapter 5: Sales and Receivables: Merchandising Business
Week 9	Chapter 6: Payables and Purchases: Merchandising Business
Week 10	Chapter 6: Payables and Purchases: Merchandising Business
Week 11	Chapter 7: General Accounting and End-of-Period Procedures: Merchandising Business
Week 12	Chapter 7: General Accounting and End-of-Period Procedures: Merchandising Business

Week 13	Your Name's Ultimate Golf Practice Set: Merchandising Business
Week 14	Chapter 8: Payroll
Week 15	Chapter 9: Creating a Company in QuickBooks
Week 16	FINAL EXAM

Disclaimer: Schedule and content is subject to change at the instructor's discretion.

Class Assignments	60%
Participation/Attendance	20%
Final Exam	20%

Last Modified: August 18, 2015