

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**Fall 2018**

**Course:** ACC 110 Computerized General Ledger

**Credit:** 4 Quarter Hours

**Method of Delivery:** online learning

**Course Description:** A course to introduce the student to an off-the-shelf General Ledger (G/L) software system to be run on a microcomputer. QuickBooks is designed for small to medium sized businesses as a stand-alone accounting system. This course should enable students to perform most of the accounting functions that had been performed manually. Students will prepare both manual & QuickBooks software problems to ensure that QuickBooks satisfies our needs and provides the same solutions. Students will prepare financial statements and other accounting functions such as maintaining the control account & subsidiary ledger for accounts receivable, accounts payable, inventory and payroll.

**Prerequisite:** ACC 101 – Financial Accounting I

**Text(s) & Manual(s):** *Computer Accounting with QuickBooks 2018*

**Author(s):** Donna Kay

**Publisher:** McGraw-Hill/Irwin; ISBN #: 1260496295

**Materials Needed for this Course:**

- Hardware/Software and Equipment: working computer and internet access

**Topics:** Basic Functions, such as Lists and Chart of Accounts within QuickBooks, Banking routines, Customer-Vendor-Employee routines within QuickBooks and Reports and Graphs functions available within QuickBooks.

More advanced topics will include Creating and accounting for a Service Company, a Merchandising Company's inventory & sales and payroll accounting.

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. Set up a company on a micro computer system. Each company will require specific setup to enable the application to report properly.
2. Use the computer to record business transactions and maintain the accounting records of both a service and merchandising business,
3. Perform specific applications within the software such as preparing customer invoices, recording cash deposits, processing payments to suppliers, payroll processing, maintaining inventories and recording other transactions affecting the enterprise.
4. Transition from a manual system to a computer-based G/L system.
5. Perform G/L maintenance, Payroll Processing and prepare Financial Statements using the QuickBooks software. Students will also be able to devise one-time only reports, run regular reports and handle specific transactions.

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**Midstate Grading Scale:** 90% - 100% A  
80% - 89% B  
70% - 79% C  
60% - 69% D  
0% - 59% F

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 218 (in person); (309) 692-4092, extension 2180 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

**Instructor: Kassandra McElhiney, CPA**

e-mail: [kmcelhiney@midstate.edu](mailto:kmcelhiney@midstate.edu)

Course online office hours: Sundays, 2-3 p.m.

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**Policies and Procedures/Participation Requirements:**

Accounting is a subject which builds upon itself. To be successful in this course it is recommended that the student participates each week. It may be difficult to understand the material in this course if a student falls behind.

Examinations must be taken during the scheduled week. Makeup exams are highly discouraged and must be pre-approved. Makeup quizzes must be taken by the next class period or late points will reduce the score. Assignments submitted past the respective due dates will be subject to a 10% per day lateness penalty.

**Requirements for Completing the Course:** C or higher grade on assignments and projects. Completed Assignments, Mid-term Exam and the Final Exam will influence the final grade.

**Methods for Evaluating Student Performance:** Grades for this class are determined as follows:

Assignments 180 points  
Midterm Exam 100 points  
Final Exam 100 points  
Quizzes 10 points  
Discussion Questions 20 points

<b>Instructor's Grading Scale:</b> 90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

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**Week-by-Week Sections:**

<b>WEEK</b>	<b>CHAPTER</b>	<b>TOPIC</b>	<b>OBJECTIVE</b>	<b>ASSIGNMENT</b>
1	1	QuickBooks Online Test-drive	1	Pre-Test
2	2	New Company Setup & the Chart of Accounts	1	Complete Exercises 2-1 and 2-2
3	3	Beginning Balances & October Transaction Register	2	Complete Exercises 3-1 and 3-2
4	4	Vendors & Inventory	2	Complete Exercises 4-1 and 4-2
5	5	Customers & Sales	2	Complete Exercises 5-1 and 5-2
6	1-5	Review		Midterm (take home)
7	6	December Source Documents	3	Complete Exercises 6-1 and 6-2
8	7	Analysis & Reports	2	Complete Exercises 7-1 and 7-2
9	8	January Source Documents	2	Complete Exercises 8-1 and 8-2
10	9	February Source Documents	3	Complete Exercises 9-1 and 9-2
11	10	March Source Documents & End of First Quarter	3	Complete Exercises 10-1 and 10-2
12	6-10	FINAL		Final