

COMPUTERIZED ACCOUNTING



Computerized Accounting, provides a comprehensive introduction to accounting principles and practices using modern accounting software. Students will learn how to implement, manage, and utilize computerized accounting systems effectively. Through hands-on exercises and real-world applications, participants will gain the skills necessary to streamline financial processes, generate reports, and maintain accurate financial records in a digital environment.

COURSE OBJECTIVES

1. **Understand Accounting Principles:** Gain a solid foundation in fundamental accounting concepts and practices.
2. **Navigate Accounting Software:** Develop proficiency in using popular accounting software tools for various accounting tasks.
3. **Record Financial Transactions:** Learn to accurately enter and manage financial transactions in a computerized system.
4. **Manage Accounts:** Understand processes related to accounts receivable, accounts payable, and payroll.
5. **Generate Financial Reports:** Acquire skills to produce and analyze key financial statements and reports.
6. **Implement Year-End Procedures:** Learn the essential steps for closing financial periods and preparing for audits.
7. **Complete a Capstone Project:** Apply learned concepts in a comprehensive project that demonstrates accounting system setup and management.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. **Explain Key Accounting Concepts:** Articulate fundamental accounting principles and the role of computerized accounting systems.
2. **Utilize Accounting Software:** Demonstrate proficiency in setting up and navigating accounting software.
3. **Record Transactions Accurately:** Input and manage various financial transactions within the software.
4. **Handle Accounts Receivable and Payable:** Effectively manage invoicing, customer payments, vendor bills, and payments.
5. **Process Payroll:** Execute payroll processing tasks and generate employee paychecks using accounting software.
6. **Generate and Analyze Financial Statements:** Produce and interpret key financial reports, including income statements and balance sheets.
7. **Perform Year-End Closures:** Execute necessary procedures for year-end financial closing and reporting.
8. **Present Capstone Projects:** Effectively communicate project findings and demonstrate the application of computerized accounting skills through presentations.

COURSE TOPICS

1. Introduction to Computerized Accounting
2. Accounting Software Overview
3. Chart of Accounts and Configuration
4. Recording Transactions
5. Managing Accounts Receivable
6. Managing Accounts Payable
7. Payroll Processing
8. Financial Reporting
9. Year-End Procedures
10. Capstone Project

COURSE TOPICS

TOPIC 1: Introduction to Computerized Accounting

- Overview of accounting principles and practices
- Importance of computerized accounting systems
- Comparison of manual vs. computerized accounting

TOPIC 2: Accounting Software Overview

- Introduction to popular accounting software (e.g., QuickBooks, Xero, Sage)
- Features and functionalities of accounting software
- Hands-on: Setting up an accounting software account

TOPIC 3: Chart of Accounts and Configuration

- Understanding the chart of accounts
- Configuring company settings in accounting software
- Hands-on: Creating and customizing a chart of accounts

TOPIC 4: Recording Transactions

- Types of accounting transactions (sales, purchases, expenses)
- Recording journal entries and transactions
- Hands-on: Inputting transactions in the accounting software

TOPIC 5: Managing Accounts Receivable

- Overview of accounts receivable processes
- Invoicing and payment processing
- Hands-on: Creating invoices and managing customer payments

TOPIC 6: Managing Accounts Payable

- Overview of accounts payable processes
- Vendor management and bill processing
- Hands-on: Recording vendor bills and payments

TOPIC 7: Payroll Processing

- Introduction to payroll concepts and regulations
- Setting up employee records in accounting software
- Hands-on: Processing payroll and generating paychecks

TOPIC 8: Financial Reporting

- Understanding key financial statements (income statement, balance sheet, cash flow statement)
- Generating financial reports using accounting software
- Hands-on: Creating and analyzing financial reports

TOPIC 9: Year-End Procedures

- Overview of year-end closing procedures
- Preparing for audits and financial reviews
- Hands-on: Performing year-end closing in accounting software

TOPIC 10: Capstone Project

- Students select a project based on their interests (e.g., setting up a complete accounting system for a hypothetical business)
- Application of computerized accounting techniques learned throughout the course
- Presentation of projects and peer review