SPECIAL NOTE:  
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore [http://www.labette.edu/bookstore](http://www.labette.edu/bookstore) for the required texts for this class.

**COURSE NUMBER:** ACCT 121  
**COURSE TITLE:** COMPUTER ACCOUNTING  
**SEMESTER CREDIT HOURS:** 3  
**DEPARTMENT:** Accounting  
**DIVISION:** General Education  
**PREREQUISITE:** ACCT 112 Financial Accounting or OTEC 113 Business Accounting  
**REVISION DATE:** December 2012

**COURSE DESCRIPTION:**
Provides students the opportunity to learn to work with accounting software and to interpret financial information in the form of computer output.

**COURSE OUTCOMES AND COMPETENCIES:**
Students who successfully complete this course will be able to:

1. Use QuickBooks Pro 2012 to accomplish ordinary accounting tasks.
   - Create a new company & edit the chart of accounts.
   - Write checks, make deposits, & reconcile the bank account.
   - Enter new customers & jobs, create invoices, and record customer payments.
   - Enter new vendors & inventory items, create purchase orders, and make payments on account.
   - Enter employee information, track time spent on jobs, and create paychecks.
   - Print financial statements, invoices, purchase orders, and checks.