

BUS 245 : ACCOUNTING WITH QUICKBOOKS

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up accounts, summarizing data, generating financial reports and banking transactions.

Credits 3

Prerequisites

BUS 241 with a minimum grade of C.