



**COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 1834: Computerized Accounting**

**A. CATALOG DESCRIPTION**

- 1. Credits: 3**
- 2. Hours/Week: 3**
- 3. Prerequisites (if any):** ACCT 1811 or BUS 2217 or consent of instructor.
- 4. Co-requisites (if any):** None
- 5. MnTC Goals (if any):** NA

This course is an introduction to computerized accounting applications and spreadsheet applications. Topics include computerized general ledger, accounts receivable, accounts payable and payroll. Additionally, spreadsheets software is used to solve accounting problems. Recommended Entry Skills/Knowledge: College-level reading and math skills.

**B. DATE LAST REVISED (use current date):** July, 2003

**C. OUTLINE OF MAJOR CONTENT AREAS:**

1. Analyze computerized/manual accounting systems
2. Create and maintain a chart-of-accounts
3. Analyze and enter general journal transactions
4. Complete general ledger cycle
5. Prepare computerized financial reports
6. Describe accounting period closing procedures
7. Prepare accounts receivable transaction entries
8. Prepare computerized accounts receivable statements
9. Prepare accounts payable transaction entries
10. Prepare computerized accounts payable schedule
11. Complete payroll cycle entries
12. Prepare computerized payroll register and checks
13. Prepare computerized quarterly and annual payroll reports
14. Introduction to spreadsheet software
15. Solve accounting problems with spreadsheet software
16. Perform "what if" with spreadsheet software

**D. LEARNING OUTCOMES (GENERAL):** Students will be able to:

1. Use the terminology of computerized accounting.
2. Process accounting information using a computer.
3. Solve accounting problems using spreadsheet software.

**E. LEARNING OUTCOMES (MNTC):** NA

**F. METHODS FOR EVALUATION OF STUDENT LEARNING:**

Evaluation will be based on the student meeting the course performance objectives. The evaluation will be translated to points and the points to a letter grade.

**G. SPECIAL INFORMATION (if any):** None