



COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 2234: Computerized Accounting

A. CATALOG DESCRIPTION

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

This course covers the basic structure of integrated computerized accounting software. This software will perform basic accounting functions: i.e., general ledger, accounts receivable, accounts payable, payroll, depreciation, adjusting entries, end of year closing entries, and financial statements and analysis. Additionally, there is an introduction to creating and enhancing worksheets and charts using spreadsheet software.

B. DATE LAST REVISED (Month, year): April, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Manage the computer files including creating, saving, backing-up and transferring
2. Compare the manual and computerized accounting cycles
3. Set-up an accounting system on the computer
4. Journalize and post daily transactions in different modules
5. Understand the integration of the accounting transaction
6. Journalize and post adjusting and closing entries
7. Analyze, print and transfer accounting information prepared by the software
8. Design and create a spreadsheet and chart
9. Use formulas and functions to perform "What-if" analysis
10. Enhance the appearance of a spreadsheet and chart

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Use terminology of computerized accounting.
2. Understand how an accounting information system is used within a business.
3. Solve accounting problems using spreadsheet software.
4. Apply the code of ethics to decision making.
5. Prepare and interpret accounting reports.
6. Create and maintain computerized accounting transactions.
7. Use general ledger software to maintain, summarize and report company's results.
8. Process accounting information using a computer.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Evaluation will be on a point-accumulated system based on:

1. Daily assignments
2. Group activities
3. Quizzes
4. Exams

G. SPECIAL INFORMATION (if any):

This course aligns with the following RCTC Core Outcomes:

1. Critical Thinking