



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

A. CATALOG DESCRIPTION

- 1. Credits: 3**
- 2. Hours/Week: 3**
- 3. Prerequisites (if any):** ACCT 1810 or ACCT 2217 or consent of instructor and basic computer competency.
- 4. Co-requisites (if any):** 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. Recommended Entry Skills/Knowledge: College-level reading and writing; MATH 0099 or MATH 1111 or appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better. Accounting background and computer basics required.

B. DATE LAST REVISED (use current date): February 2005

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): Students will be able to:

1. Describe how the computer helps in completing the accounting cycle.
2. Describe ethical conduct for accountants.
3. Set-up and use an accounting system on the computer.
4. Journalize transactions using different modules and understand how they are integrated.
5. Analyze accounting information to assist the business with its decisions.
6. Perform basic "What-if" analysis on enhanced worksheets and charts.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Evaluation will be on a point-accumulated system for daily assignments, group activities, quizzes and exams.

G. SPECIAL INFORMATION (if any): None