



## COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 2836: Accounting and Database Applications

### A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): ACCT 2218 and ACCT 2234 or concurrent enrollment or consent of instructor.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course covers the set up and use of commercial integrated general ledger software. This includes the functions of general ledger, accounts receivable, accounts payable, payroll, job cost, time and billing, adjusting and closing entries, financial statements and electronically transferring information for management reporting. Additionally there is an introduction to database and income tax preparation software.

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

### C. OUTLINE OF MAJOR CONTENT AREAS:

1. Customer and vendor accounting software
2. Employee and payroll accounting software
3. General ledger accounting software
4. Job cost accounting software
5. Service and merchandising businesses accounting software
6. Quarterly activities and closing fiscal year for accounting software
7. Financial statements from accounting software
8. Customized forms from accounting software
9. Importing and exporting accounting data from accounting software
10. Database tables and queries
11. Database forms and reports
12. Income tax preparation software

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

1. Use the terminology of computerized accounting.
2. Set up a company to use accounting software.
3. Develop customer and vendor information using accounting software.
4. Develop employee and payroll information using accounting software.
5. Prepare transactions in modules, such as, sales, purchases, fixed assets, payroll and job costs that are integrated with the general ledger.
6. Prepare transactions for service and merchandising businesses.
7. Prepare financial statements using accounting software.
8. Analyze accounting information for reasonableness and making business decisions.
9. Create customized forms using accounting data from accounting software.
10. Transfer data to other software and use the data to make reports from that software.
11. Create and modify a database.
12. Prepare queries, forms and reports to use with a database.
13. Prepare an income tax return using income tax preparation software.
14. Organize and manage the computer files including creating, saving, and making back-ups.
15. Use course management software to manage files and grades.
16. Describe ethical conduct for accountants.

### 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