



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 2234 and ACCT 2861 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. Recommended Entry Skills/Knowledge: College level reading, writing and math skills.

B. DATE LAST REVISED (Month, year): February, 2005

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Manage the computer files including creating, saving, backing-up and transferring
2. Describe the accounting cycle
3. Describe an integrated accounting system
4. Set up an accounting system including areas, such as, receivables, payables, inventory, fixed assets, payroll and job cost
5. Enter and process various accounting transactions in the different accounting modules
6. Analyze accounting information for reasonableness and making business decisions
7. Transfer data to other software and use it to make reports from that software
8. Determine data needed and use income tax software to prepare the tax return
9. Create and modify a database and its objects
10. Prepare queries, forms and reports to use with a database

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

1. Use the terminology of computerized accounting.
2. Describe ethical conduct for accountants
3. Set up computerized accounting records.
4. Process accounting information using a computer.
5. Prepare an income tax return using the computer.
6. Design and use a computerized database.

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