



South Central College

ACCT 1834 Computerized Accounting I

Course Outcome Summary

Course Information

Description	This course is an introduction to the use of computers and related software used in the accounting function of the business environment. Topics include, but are not limited to, general ledger accounting, payroll procedures, accounts receivable, and accounts payable. The student is also introduced to spreadsheet and database software and their interrelationship with a fully integrated accounting software program. Software for this program includes QuickBooks, Excel, and Access. (Prerequisites: None)
Total Credits	3
Total Hours	3

Types of Instruction

Instruction Type	Credits/Hours
Classroom Presentation	
On-Campus Lab	

Pre/Corequisites

None

Institutional Core Competencies

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

- 1. Perform basic computer navigation.**
Learning Objectives
Locate hardware components.
Use software applications using a windows environment.
Access and search the internet to find relevant information.
- 2. Protect privacy, data integrity, and demonstrate ethical practices.**
Learning Objectives

Show how privacy is affected by data creation.
Review measures to limit access to private data.
Demonstrate procedures to backup, restore, and maintain data integrity.
Review procedures to maintain transparency and confidentiality in working with business information.

3. Prepare an Excel workbook.

Learning Objectives

Save, print, and close a workbook.
Edit data in a cell.
Use automatic entering features and formula buttons.
Select cells using a mouse or keyboard.
Use the help function.

4. Insert formulas in an Excel worksheet.

Learning Objectives

Write formulas with mathematical operators.
Insert formulas with functions.
Use absolute and mixed cell references in formulas.

5. Format an Excel worksheet.

Learning Objectives

Change column width and row height.
Insert and delete cells, rows, and columns.
Apply formatting to cells and numbers.

6. Enhance an Excel worksheet.

Learning Objectives

Format a worksheet page.
Insert Headers/Footers.
Find and replace data in a worksheet.
Sort and filter data.

7. Move data within and between Excel workbooks.

Learning Objectives

Create a workbook with multiple worksheets.
Move, cut, copy, and paste cells.
Work with ranges and multiple workbooks.

8. Maintain Excel workbooks.

Learning Objectives

Manage folders and files.
Save workbooks in various formats.
Format with cell styles.
Insert, display, and print comments.

9. Add visual interest to workbooks with charts and other tools.

Learning Objectives

Create charts of various design.
Modify existing charts.
Create a web page and hyperlinks.
Insert symbols, images, pictures, and WordArt.

10. Navigate QuickBooks and maintain files and backups.

Learning Objectives

Review the difference between manual and computerized accounting systems.
Open, close, back up, and restore files.

11. Create and maintain vendor information in QuickBooks.

Learning Objectives

Enter bills, pay bills, and write checks.
Print vendor and payables related reports.

12. Create and maintain customer information in QuickBooks.

Learning Objectives

Create invoices, receive payments, enter sales receipts, and make deposits.
Print customer and receivables reports.

13. Perform period end procedures in QuickBooks.

Learning Objectives

Create general journal entries.
Maintain the chart of accounts.
Print period end accounting reports and financial statements.

14. Create inventory and maintain inventory items in QuickBooks.

Learning Objectives

Receive items, sell items, process sales discounts, adjust quantity/value on hand, and pay sales tax.
Print inventory and financial reports.

15. Perform New Company Setup in QuickBooks.

Learning Objectives

Set up a new company using the EasyStep Interview process.
Customize a new company file.
Update lists/centers.
Adjust for the accrual basis of accounting.
Print reports and financial statements.

16. Perform Payroll Setup and Process Payroll in QuickBooks.

Learning Objectives

Setup payroll, including the payroll item list.
Enter payroll transactions.
Maintain the employee center.
Pay employees and related liabilities.
Print payroll reports.

17. Maintain Bank Accounts in QuickBooks.

Learning Objectives

Transfer funds, reconcile accounts, and enter credit card charges.
Print banking reports.

18. Setup Jobs and Time Tracking in QuickBooks.

Learning Objectives

Record job income, record job payroll expenses, and track time for employees and jobs.
Set up time tracking.
Pay employees and allocate payroll expenses to jobs.
Reconcile data to reports.

19. Create tables and queries in Access.

Learning Objectives

Create database tables.
Create relationships between tables.
Modify and manage tables.
Perform queries.

20. Create forms and reports in Access.

Learning Objectives

Create forms.

Create reports and mailing labels.
Modify, filter, and view data.
Import and export data.

21. Demonstrate the use of other Microsoft applications.

Learning Objectives

Create, save, and print a Microsoft Word document.
Create, save, and perform a slide show, and print a Microsoft Power Point presentation.
Demonstrate basic knowledge of email navigation and etiquette for professional written communication.

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.