



South Central College

ACCT 1835 Computerized Accounting II

Course Outcome Summary

Course Information

Description	This is the second of the two computerized accounting application series. Topics include, but are not limited to, general ledger accounting, payroll procedures, accounts receivable, accounts payable, and job cost accounting. The student is also introduced to advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)
Total Credits	3
Total Hours	48

Types of Instruction

Instruction Type	Credits/Hours
Lecture	3/48

Pre/Corequisites

ACCT1834

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. Identify advanced formatting techniques to format spreadsheets.

Learning Objectives

Apply conditional formatting by entering parameters for a rule, by using a predefined rule, and by using an icon set, data bars, and color scale.

Create and apply a new rule for conditional formatting.

Apply fraction, scientific formatting, or a special format for numbers.

Create a custom number format.

Apply wrap text and shrink to fit text control options.

Filter a worksheet using a custom AutoFilter, using conditional formatting, or cell attributes.

2. Use advance functions and formulas.

Learning Objectives

Create and use named ranges in formulas.
Use functions COUNTA, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, SUMIF, SUMIFS.
Edit a range name.
Look up data using VLOOKUP and HLOOKUP functions.
Analyze financial data using PPMT.
Use conditional logic functions IF, AND, and OR.
Modify text using the text functions PROPER, UPPER, LOWER, and SUBSTITUTE.

3. Modify data with tables and data features.

Learning Objectives

Create a table in a worksheet.
Expand a table to include new rows and columns.
Add a calculated column in a table.
Format a table by applying table styles and table style options.
Add a total row to a table and add formulas to total cells.
Sort and filter a table.
Split contents of a cell into separate columns.
Remove duplicate records.
Restrict data entry by creating validation criteria.
Convert a table to a normal range.
Create subtotals in groups of related data.
Group and ungroup data.
Summarize data using database functions DSUM, DAVERAGE, and SUBTOTAL.

4. Apply concepts for summarizing and consolidating data.

Learning Objectives

Summarize data by creating formulas with range names that reference other worksheet and by creating 3-D formulas.
Modify the range assigned to a range name.
Create formulas that link to cells in other workbooks.
Create, edit, and format a PivotTable and PivotChart.
Edit a link to a source workbook.
Break a link to an external reference.
Use the Consolidate feature to summarize data in multiple worksheets.
Filter a PivotTable using Slicers and Timelines.
Add a trendline to a chart to forecast future values.

5. Utilize data analysis features.

Learning Objectives

Switch data arranged in columns to rows and vice versa.
Perform a mathematical operation during a paste routine.
Populate a cell using Goal Seek.
Save and display various worksheet models using Scenario Manager.
Create a scenario summary report.
Create a one-variable and two-variable data table to analyze various outcomes.
View relationships between cells in formulas.
Identify Excel error codes and troubleshoot a formula using formula auditing tools.
Circle invalid data.
Use the Watch Window to track a value.

6. Performing actions to protect and share workbooks.

Learning Objectives

Add information to a workbook's properties.
Share a workbook with other people and view other users who have the shared workbook open at the same time.
Edit a shared workbook and resolve conflicts with changes.
Print a history of changes made to a shared workbook.
Stop sharing a workbook.
Protect cells within a worksheet to prevent changes.

Unlock ranges to allow editing to cells within a protected worksheet.
Add a password to open a workbook.
Track changes made to a workbook.
Modify and resolve tracked changes.

7. Automate repetitive tasks and customizing EXCEL.

Learning Objectives

Record, run, and edit a macro.
Save a workbook containing macros as a macro-enabled workbook.
Create a macro that is run using a shortcut key combination.
Pin and unpin a frequently used file to the Recent Workbooks list.
Add and remove buttons for frequently-used commands to the Quick Access toolbar.
Hide the ribbon to increase space in the work area.
Create and use a template.
Customize the display options for EXCEL.

8. Demonstrate the ability to import, export, and distribute data.

Learning Objectives

Import data from an ACCESS table, web site, and a text file.
Append data from an EXCEL worksheet to an ACCESS table.
Embed and link data in an EXCEL worksheet to a WORD Document.
Copy and paste data in an EXCEL worksheet to a POWERPOINT presentation.
Export data as a comma delimited text file.
Scan and remove private or confidential information from a workbook.
Mark a workbook as final.
Check a workbook for incompatible features with earlier versions of EXCEL.
View Trust Center settings.

9. Launch a computerized accounting program.

Learning Objectives

Identify the differences between computerized and manual accounting.
Open SAGE 50 software.
Use the basic SAGE 50 window, Navigation Aids, and the Menu bar.
Use the Help feature
Open, save, and back up files

10. Set up a company with a computerized environment.

Learning Objectives

Set up a new company in SAGE 50.
Create a chart of accounts.
Enter beginning account balances.

11. Entering transactions for a cash business.

Learning Objectives

Create new accounts and enter beginning balances for a simple cash business.
Record transactions in the general journal.
Edit selected transactions in the general journal.
Print the general journal and financial statements.

12. Administer accounts receivable and sales for a service business.

Learning Objectives

Create subsidiary ledger accounts for customers and enter the beginning balances.
Process accounts receivable and sales transactions.
Create action items and event logs.
Adjust the accounts receivable for uncollectible accounts and print reports.

13. Activate accounts payable and purchases for a service business.

Learning Objectives

Create subsidiary ledger accounts for vendors and enter the beginning balances.

Process accounts payable and purchase transactions.
Print accounts payable reports.

14. Compile cash payments and cash receipts.

Learning Objectives

Process cash payments using the cash payments module.
Administer cash receipts using the cash receipts module.
Prepare a reconciliation of the checking account.

15. Prepare the financial statements.

Learning Objectives

Journalize the adjusting entries.
Prepare and print the financial statements.
Change the accounting period.

16. Administer purchases of inventory in a merchandise business.

Learning Objectives

Recognize the two basic inventory systems.
Identify the most common inventory costing methods and create the Inventory account.
Launch subsidiary ledger accounts for inventory items.
Establish records for sales representatives.
Process inventory transactions.

17. Execute sales of inventory in a merchandise business.

Learning Objectives

Recognize inventory sales concepts.
Create sales tax accounts and codes.
Process sales transactions and create invoices.
Create sales orders and invoices from quotations.
Record finance charges on overdue customer balances.
Print inventory and sales reports.

18. Facilitate job costing.

Learning Objectives

Recognize the general concepts of job costing.
Set up a project for job costing.
Construct phase codes and cost codes and enter estimated revenue and expenses.
Utilize the job costing system to record purchases, payroll, and sales.
Create and print job cost reports.

19. Determine partnerships and corporations.

Learning Objectives

Recognize partnerships and corporations.
Compose partnership accounts and enter partnership transactions.
Create corporate accounts and enter corporate transactions.
Print partnership and corporate reports.

SCC Accessibility Statement

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