

Alexandria Technical and Community College

ACCT 1605: Computerized Accounting Applications

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: *.*

Lab Hours/Week: 4

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This is an introduction to a computerized accounting system. Students will use QuickBooks to record and process sales and cash receipts; enter and pay bills; process payroll; purchase and manage inventory; and prepare various management reports, including financial statements. Emphasis will be placed on the use of personal computers to process accounting data.

The course includes unguided practice sets to apply knowledge and increase comfort and competence with software. Beginning principles of accounting are used.

B. COURSE EFFECTIVE DATES: 11/22/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Record daily and end of period transactions generating month-end statements.
2. Explore common functions and user modules available in QuickBooks software.
3. Set up a business using available templates, defaults, and customized options with QuickBooks software.
4. Application and practice skills to increase competency.

D. LEARNING OUTCOMES (General)

1. The learner will be able to set up company accounts in QuickBooks, including chart of accounts, customer files and vendor files.
2. The learner will be able to record accounting transactions for a small business using QuickBooks.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted