

Master Syllabus

ACC 1510 - Computerized Accounting Systems

Division: Business and Public Services

Department: Accounting

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Prerequisite(s): OR BIS 1410 ACC 1210 AND BIS 1120

Date Revised: November 2014

Course Description:

This course uses general ledger software and spreadsheets to record, report and analyze accounting information.

General Education Outcomes:

- Critical Thinking/Problem Solving
- Computer Literacy

Course Outcomes:

Computerized Accounting Framework

Describe the overall framework behind general ledger accounting software.

Assessment Method: Locally developed exams

Performance Criteria: 70% or better on exams & quizzes

Spreadsheets in Accounting

Use spreadsheets to prepare and analyze accounting information.

Assessment Method: Locally developed exams

Performance Criteria: 70% or better on exams & quizzes

Assessment Method: Simulations

Performance Criteria: 70% or better on assignments

Processing Transactions

Use a computerized general ledger software application to process daily accounting transactions.

Assessment Method: Locally developed exams

Performance Criteria: 70% or better on exams & quizzes

Assessment Method: Simulations

Performance Criteria: 70% or better on assignments

Integrate Applications

Import/export data between accounting software and spreadsheet applications.

Assessment Method: Locally developed exams

Performance Criteria: 70% or better on exams & quizzes

Assessment Method: Simulations

Performance Criteria: 70% or better on homework

Accounting Reports

Prepare and analyze reports generated by accounting software to assess business performance.

Assessment Method: Locally developed exams

Performance Criteria: 70% or better on exams & quizzes

Assessment Method: Simulations

Performance Criteria: 70% or better on homework

Outline:

Overview of general ledger software functionality
Setting-up a company's accounting records using a general ledger software application
Recording financial transactions
Importing general ledger reports into spreadsheets
Building and formatting spreadsheets
Using Excel functions to perform accounting calculations
PivotTables and other analysis functions in Excel