

## 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