MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Business          COURSE NO. ACCT 1115

NUMBER OF CREDITS: 2

COURSE TITLE Computerized Accounting Applications I

CATALOG DESCRIPTION An introduction to the use of computers and related software used in the accounting function of the business environment.

AUDIENCE open

FULFILLS MN TRANSFER CURRICULUM AREA(S)

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE One semester

THIS COURSE IS USUALLY OFFERED: Every other year fall spring X summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: Students will learn how accounting software facilitates the preparation of reports in accordance with GAAP.

2) THINKING SKILLS: Students will perform a number of business simulations using accounting software to record transactions and prepare financial statements.

3) COMMUNICATIONS SKILLS: Students will be expected to interact during discussions. Students will also be expected to prepare written assignments and reports.

4) HUMAN DIVERSITY: The text, classroom discussion, and assignments will provide the students an opportunity to incorporate human diversity into this course.

TOPICS TO BE COVERED: General ledger accounting, payroll procedures, accounts receivable, accounts payable, and inventory.
LIST OF EXPECTED COURSE OUTCOMES:

1. Develop a basic understanding of the components of the computerized accounting software package.
2. Demonstrate the ability to perform accounting functions for both service and merchandising enterprises.
3. Demonstrate combining competencies to complete a computerized business simulation.
4. Demonstrate the ability to complete end of month, end of quarter, and end of year activities.
5. Demonstrate the ability to use QuickBooks Pro.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Problem Solving
- Interactive Lectures
- Student Presentations
- Individual Coaching
- Creative Projects
- Films/Videos/Slides
- Lecture
- Other (describe below)
- Demonstrations
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES:

1. Ability to communicate well.
2. Ability to work independently.
3. Ability to solve problems.
4. Display professional attitude and behavior.
5. Awareness of global business environment.
6. Awareness of diversity in the workplace.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military
appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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