COURSE OUTLINE

DEPT. Business COURSE NO. ACCT 2125

COURSE TITLE Computerized Accounting Applications II

CATALOG DESCRIPTION: This course is a continuation in the use of computers and related software used in the accounting function of a business.

AUDIENCE open

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE: one semester

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

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

1. ACADEMIC CONTENT: Students will analyze and use problem solving skills to determine the proper inputting of business transaction using accounting software.

2. THINKING SKILLS: Students will be expected to analyze a variety of business events to determine proper treatment using accounting software.

3. COMMUNICATIONS SKILLS: Students will be expected to prepare writing assignments based on internet research assignments.

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: Course will cover introduction of Peachtree 2002, vendor transactions, customer transactions, employee transactions, maintaining general ledger and inventory, job cost, fixed assets depreciation and financial statements, accounting for service and merchandising
businesses, completing quarterly activities and closing fiscal year, accountings receivable, payroll, merchandise inventory advanced applications and completion of several simulations.

LIST OF EXPECTED COURSE OUTCOMES:

a. Develop a basic understanding of the components of the computerized accounting software package.
b. Demonstrate the ability to utilize all functions associated with the chart of accounts and banking functions.
c. Demonstrate the ability to perform Accounts Payable and Accounts Receivable functions.
d. Demonstrate the ability to perform the various components associated with payroll.
e. Prepare reports and graphs.
f. Demonstrate the ability to perform accounting functions for both service and merchandising enterprises.
g. Demonstrate the ability to use advanced Peachtree applications.
h. Demonstrate combining competencies to complete a computerized business simulation.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab

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ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)

- Tests
- Worksheets
- Papers
- Term Paper

EXPECTED STUDENT LEARNING OUTCOMES:

1. Ability to communicate well, including use of technology
2. Ability to work independently.
3. Ability to solve problems and make decisions, including use of financial analysis
4. Display of professional attitude and behavior
5. Awareness of domestic and international business environment
6. Awareness and empathy with 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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