



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-10

NEXT REVIEW: 2010-15

STATUS: A

COURSE TITLE: Computerized Accounting Applications

COMMON COURSE NUMBER: ACG2450C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 12

Lab: 36

Clinic:

Other:

PREREQUISITE(S): ACG 2001, ACG 1003, or permission from program manager or associate dean.

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION: This course is designed to teach the students how to accomplish common accounting functions with basic accounting software in order to set up, maintain, and establish defaults for chart of accounts, vendors, customers, inventory items, jobs, and employees.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

- 1. Vendor Transactions**
- 2. Customer Transactions**
- 3. Employer/Employee Transactions**
- 4. Business Reports and Financial Analysis**
- 5. Business Project**

EVALUATION:

Students will be assessed by, but not limited to, assignments with business accounting software, written assignments, discussions, quizzes, exams, and projects.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

UNITS

Unit 1

General Outcome:

- 1.0 The student shall: demonstrate the ability to complete daily vendor transactions using basic accounting software.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 enter purchase orders**
- 1.2 record cash purchases**
- 1.3 record accounts payable transactions**
- 1.4 post vendor invoices**
- 1.5 pay vendors**
- 1.6 print checks**

Common Course Number: ACG2450C Computerized Accounting Applications

Unit 2

General Outcome:

2.0 The student shall: demonstrate knowledge in completing daily customer transactions using basic accounting software.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 complete daily customer transactions**
- 2.2 enter quotes**
- 2.3 enter sales orders**
- 2.4 enter customer terms**
- 2.5 enter cash sales**
- 2.6 enter credit sales**
- 2.7 process sales invoices**
- 2.8 print sales invoices**
- 2.9 record receipts and partial payments**

Unit 3

General Outcome:

- 3.0 The student shall: demonstrate the ability to set up initial payroll fields and enter employee and employer default information using basic accounting software.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 complete payroll period entries to enter employee paychecks**
- 3.2 print payroll paychecks**
- 3.3 journalize and post payroll entries**
- 3.4 transfer funds between accounts.**

Common Course Number: ACG2450C Computerized Accounting Applications

Unit 4

General Outcome:

- 4.0 The student shall: demonstrate the ability to perform monthly, quarterly and annual financial statement reconciliation and analysis using basic accounting software..**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 complete a bank account reconciliation**
- 4.2 print financial statements, journals, and reports**
- 4.3 analyze business transactions and create general journal entries**
- 4.4 complete the closing of an accounting period, including the journalizing and posting of adjusting entries**

Common Course Number: ACG2450C Computerized Accounting Applications

Unit 5

General Outcome:

- 5.0 The student shall: complete a comprehensive project for a business, which demonstrates computer proficiency with basic accounting software.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 demonstrate the ability to enter and maintain information and defaults using accounting methods for business.

5.2 Analyze project outcomes by interpreting the financial information.

5.3 examine how to use the software with spreadsheet and word processing programs, by exporting and/or importing data.