

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Introductory Computer Concepts	6
A. Manual versus Computerized Accounting systems	
B. Basic File maintenance (Open, Save, Print, Backup)	
C. Accessing and Navigating Computerized Accounting Software (Peachtree)	
D. Password Protection	
II. Company Setup	7
A. Open New Company	
B. Create Company Profile	
C. Using Default Settings	
D. Work with Existing Company	
III. Enter Basic Transaction Data	9
A. Initial Investment and Company Start-up	
B. Cash Transactions- Making deposits & Writing Checks	
C. Printing Daily Reports - Trial Balance	
D. Discovering and Correcting Errors	
E. Prepare Accounting Worksheet in a Spreadsheet	
IV. End-of-Period Transactions and Reporting	6
A. Entering Adjusting Entries	
B. Printing Financial Statements	
C. Entering Closing Entries	
D. Printing Post-Closing Trial Balance	
V. Customers and Sales	8
A. Creating, Updating & Printing Customer Lists	
B. Billing & Creating Invoices	
C. Recording Bank Deposits	
D. Analyzing Accounts Receivable	
VI. Vendors, Purchases & Inventory	9
A. Creating Purchase Orders	
B. Receiving and Paying Bills	
C. Reconciling Bank Statements	
D. Maintaining Inventory Control	

COURSE TOPICS (CONTINUED)

CONTACT HOURS
PER TOPIC

VII. Payroll

6

- A. Create & Modify individual employee records
- B. Prepare Payroll and Print Paychecks
- C. Pay Payroll Liabilities
- D. Print Payroll Reports

VIII. Complete Computerized Project

9

PROGRAM TITLE: Accounting Technology
COURSE TITLE: Computerized General Ledger Accounting
CIP NUMBER: 0507.010100

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

01.0 PERFORM MATH COMPUTATIONS - The student will be able to:

- 01.02 Solve addition, subtraction, multiplication, and division problems using a calculator
- 01.14 Prepare checks and stubs.
- 01.16 Prepare deposit slip and adjust checkbook.

03.0 PERFORM ACCOUNTING ACTIVITIES - The student will be able to:

- 03.01 Define accounting terms.
- 03.03 Analyze and journalize transaction for proprietorships, partnerships, and corporations.
- 03.08 Prepare financial statements: Income Statement, Owner's Equity, Balance Sheet and Statement of Cash Flows.
- 03.09 Prepare a payroll and earnings records for employees.
- 03.10 Record and verify cash receipts and cash reimbursements.
- 03.18 Define and apply generally accepted accounting principles.

04.0 PERFORM COMMUNICATION ACTIVITIES - The student will be able to:

- 04.01 Follow oral and written instructions.

11.0 PERFORM INFORMATION PROCESSING ACTIVITIES - The student will be able to:

- 11.01 Locate requested information on a computer printout.
- 11.02 Identify accounting applications of computers in modern business.
- 11.03 Enter accounting data into computer systems.
- 11.04 Analyze computer output.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>		
COURSE PREFIX AND NUMBER: ACG 2450		SEMESTER CREDIT HOURS: 3
COURSE TITLE: Computerized General Ledger Accounting		
<i>Section 2</i>		
TYPE OF COURSE: (Click on the box to check all that apply)		
<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input checked="" type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		
<i>Section 3 (If applicable)</i>		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
<input type="checkbox"/> Communication	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	
<i>Section 4</i> INTELLECTUAL COMPETENCIES:		
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy
		<input checked="" type="checkbox"/> Quantitative Skills
		<input checked="" type="checkbox"/> Ethical Judgment
		<input type="checkbox"/> Scientific Method of Inquiry
		<input type="checkbox"/> Working Collaboratively
<i>Section 5</i>		
	LEARNING OUTCOMES	METHOD OF ASSESSMENT
• 1	Students will be able to demonstrate how to access, setup, and navigate a computerized accounting software package.	Students will demonstrate mastery of outcomes by:
• 2	Students will be able to enter, modify and correct basic accounting transaction data using a computerized accounting software package.	Participation in classroom activities and discussions
• 3	Students will be able to complete the accounting cycle by entering adjusting and closing entries and printing financial statements using a computerized accounting software package.	Graded project and assignments
• 4	Students will be able to account for customer and sales related events (maintaining customer data, handling billing, bank deposits and analyzing accounts receivable) using a computerized accounting software package.	Graded quizzes and exams
• 5	Students will be able to account for purchases and inventory transactions (creating purchase orders, handling invoices, maintaining inventory control) using a computerized accounting software package.	Completion of a major project using a computerized accounting software package
• 6	Students will be able to complete a payroll (individual employee records, computing payroll and printing paychecks) using a computerized accounting software package.	
<i>Section 6</i>		
Name of Person Completing This Form: Pamela Hopcroft		