



Western Technical College

10101125 Computerized Accounting Systems

Course Outcome Summary

Course Information

Description	This course applies basic accounting principles in a computerized environment using accounting business software. The integrated program includes general ledger, accounts payable, accounts receivable, inventory and payroll. The software utilized in this course requires a Windows-based PC.
Career Cluster	Finance
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	72

Pre/Corequisites

Prerequisite	10101114 Accounting Principles 1
Prerequisite	10154102 Software Applications for Business

Textbooks

Computerized Accounting with Quickbooks Online 2022. Copyright 2022. Villani, Kathleen and James Rosa. Publisher: Paradigm Education. **ISBN-13:** 978-1-79249-328-7. Required.

Program Outcomes

1. Process financial transactions throughout the accounting cycle
2. Perform payroll preparation, reporting, and analysis tasks

Course Competencies

1. **Evaluate the difference between manual and computerized accounting systems.**

Assessment Strategies

1.1. Written Objective Test

Criteria

You will know you are successful when

- 1.1. you identify the difference between manual and computerized general ledger.
- 1.2. you identify the difference between manual and computerized accounts receivable systems.
- 1.3. you identify the difference between manual and computerized accounts payable systems.
- 1.4. you identify the difference between manual and computerized payroll systems.
- 1.5. you identify the difference between manual and computerized inventory systems.

Learning Objectives

- 1.a. Compare and contrast manual and computerized accounting systems.
- 1.b. Use computerized accounting terminology.
- 1.c. Use an accounting software package.

2. Analyze and then input data (records) into the general journal and general ledger in a computerized accounting system.

Assessment Strategies

- 2.1. Simulation

Criteria

You will know you are successful when

- 2.1. you identify the components and procedures required to generate general ledger reports.
- 2.2. you establish the chart of accounts.
- 2.3. you enter transactions as needed in the general journal.
- 2.4. you record adjusting entries.

Learning Objectives

- 2.a. Complete general journal entries.
- 2.b. Complete adjusting entries.
- 2.c. Use an accounting software package
- 2.d. Use computerized accounting terminology.

3. Analyze and then input data (records) into the accounts payable system in a computerized accounting system.

Assessment Strategies

- 3.1. Simulation

Criteria

You will know you are successful when

- 3.1. you identify the components and procedures for a computerized accounts payable system.
- 3.2. you enter purchase orders.
- 3.3. you enter and post vendor invoices.
- 3.4. you pay vendor invoices.
- 3.5. you analyze payments to vendor.

Learning Objectives

- 3.a. Process vendor transactions.
- 3.b. Analyze vendor payments and amounts owed to vendors.
- 3.c. Prepare appropriate reports for accounts payable
- 3.d. Use an accounting software package.
- 3.e. Use computerized accounting terminology.

4. Analyze and then input data (records) into the accounts receivable system in a computerized accounting system.

Assessment Strategies

- 4.1. Simulation

Criteria

You will know you are successful when

- 4.1. you identify components and procedures for a computerized accounts receivable system.
- 4.2. you enter accounts receivable sales.
- 4.3. you enter cash sales.
- 4.4. you enter accounts receivable payment.
- 4.5. you enter credit memorandums and uncollectible accounts.

Learning Objectives

- 4.a. Process accounts receivable transactions.
- 4.b. Analyze customer payments and amounts customers owe the company.
- 4.c. Prepare appropriate reports for accounts receivable.
- 4.d. Use an accounting software package.
- 4.e. Use computerized accounting terminology.

5. Analyze and then input data (records) into the payroll system in a computerized accounting system.

Assessment Strategies

- 5.1. Simulation

Criteria

You will know you are successful when

- 5.1. you identify the components and procedures for a computerized payroll system.
- 5.2. you enter payroll transactions.

Learning Objectives

- 5.a. Process payroll transactions.
- 5.b. Prepare appropriate payroll reports.
- 5.c. Use an accounting software package.
- 5.d. Use computerized accounting terminology.

6. Analyze and then input data (records) into the inventory system and a job cost system in a computerized accounting system.

Assessment Strategies

- 6.1. Simulation

Criteria

You will know you are successful when

- 6.1. you identify the components and procedures for a computerized inventory system.
- 6.2. you enter inventory transaction data.
- 6.3. you enter job costing data.

Learning Objectives

- 6.a. Prepare appropriate job cost reports.
- 6.b. Process job cost transactions.
- 6.c. Process inventory transactions.
- 6.d. Analyze inventory accounts.
- 6.e. Prepare appropriate inventory reports.
- 6.f. Use an accounting software package.
- 6.g. Use computerized accounting terminology.

7. Complete the end-of-month, end-of-quarter and end-of-year activities.

Assessment Strategies

- 7.1. Simulation

Criteria

You will know you are successful when

- 7.1. you describe and process month end process.
- 7.2. you describe and process quarter end process.
- 7.3. you describe and process end of year process.

Learning Objectives

- 7.a. Complete month-end adjusting entries.
- 7.b. Complete year-end entries.
- 7.c. Prepare appropriate year-end reports.
- 7.d. Use an accounting software package.
- 7.e. Use computerized accounting terminology.

8. Summarize the internal control structure with computers.

Assessment Strategies

- 8.1. Written Product

Criteria

You will know you are successful when

- 8.1. you identify the strengths and weaknesses of internal controls.
- 8.2. you describe the basic features of a computerized accounting system.
- 8.3. you identify the ingredients comprising effective internal control for a small business using a computerized system.
- 8.4. you review the five elements of internal control.

Learning Objectives

- 8.a. Define what is meant by internal control.
- 8.b. Distinguish among the five major components of a client's internal control.
- 8.c. Communicate reportable conditions and material weakness in internal control.

9. Demonstrate combining competencies to complete a computerized business simulation.

Assessment Strategies

- 9.1. Simulation

Criteria

You will know you are successful when

- 9.1. you prepare journal entries.
- 9.2. you use account receivable, accounts payable, payroll, inventory modules.
- 9.3. you complete all adjusting entries.
- 9.4. you prepare financial statements.
- 9.5. you complete month, quarter, year end procedures as required.
- 9.6. you correct errors in accounting information.

Learning Objectives

- 9.a. Complete all required journal entries.
- 9.b. Utilize all competencies to complete the accounting cycle.
- 9.c. Demonstrate knowledge of accounting principles and procedures using a computer.