A: Division: INSTRUCTIONAL B: Department: COMMERCE AND BUSINESS ADMINISTRATION Program: ACCOUNTING MANAGEMENT C: ACCT 220 D: COMPUTERIZED ACCOUNTING E: 3 Subject & Course No. Descriptive Title Semester F: Calendar Description: This course will introduce the student to the concepts and practices of computerized accounting. In addition to spreadsheet techniques and applications, the student will learn ACCPAC PLUS: General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable. G: Type of instruction: Hrs per week Lecture: 2 Hrs. Laboratory: 3 Hrs. Seminar: Hrs. Clinical Experience: Hrs. Field Experience: Hrs. Fracticum: Hrs. Shop: Hrs. Shop: Hrs. Shop: Hrs. Shop: Hrs. Student Directed Learning: Hrs. Other (Specify) Hrs. Total: 5 Hrs. Total: 5 Hrs. M: Transfer Credit: Requested Counting of Revisions: Specify Course Equivalents or Unassigned General: Speci			_				DI I I	
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Director/Chairperson Registrar		\$U\$	T.11 (D)				Philip	

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

- Genzer, Erik and John McMurray. <u>Using ACCPAC Plus</u>, Latest Ed. Addison-Wesley Ltd.
- Smith, Gaylord. <u>Electronic Spreadsheet Applications For Financial Accounting</u>, Latest Ed. South-Western Publishing
- Computer Associates. <u>ACCPAC Plus Accounting for DOS Financial Reporter</u>, Latest Ed.

O: COURSE OBJECTIVES

The student will be able to:

- 1. design and produce accounting-related spreadsheets;
- 2. set up and use the ACCPAC PLUS General Ledger module and Financial Reporter;
- 3. set up and use the ACCPAC PLUS Accounts Receivable module;
- 4. set up and use the ACCPAC PLUS Accounts Payable module.

P: COURSE CONTENT

- 1.1 Review basic spreadsheet concepts.
- 1.2 Prepare spreadsheets and graphics where appropriate for financial statements and schedules such as Inventory Cost Flows, Sales Growth Analysis, and Bank Reconciliations.
- 2.1 Introduction to ACCPAC PLUS.
 - 2.1.1 The Start List
 - 2.1.2 The System Manager
 - 2.1.3 Exiting
 - 2.1.4 Backup
- 2.2 Creating the General Ledger.
- 2.3 Transaction processing.
- 2.4 Period-end processing.

- 2.5 Designing financial statements using the financial reporter.
- 2.6 Year end processing.
- 3.1 Creating the Accounts Receivable Ledger.
- 3.2 Transaction processing.
- 3.3 Period-end processing.
- 4.1 Creating the Accounts Payable Ledger.
- 4.2 Transaction Processing.
- 4.3 Period-end processing.

Q: METHOD OF INSTRUCTION

Lecture/Lab conducted in a computer lab.

R: COURSE EVALUATION

1. Spreadsheets		
Assignment(s)	2%	
Quizzes	4%	
Test	<u>14%</u>	<u>20%</u>
2. ACCPAC G/L &	F/R	
Assignment(s)	4 %	
Quizzes	6%	
Test(s)	30%	40%
3. ACCPAC A/R		
Assignment	2%	
Quizzes	4%	
Test	14%	20%
4. ACCPAC A/P		
Assignment	2%	
Quizzes	4%	
Test	14%	<u>20%</u>
		<u>100 %</u>

** STUDENTS MUST WRITE ALL FOUR MODULE TESTS IN ORDER TO OBTAIN CREDIT FOR THE COURSE.