

Dakota County Technical College

ACCT 2200: Accounting Computer Applications I

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is an introduction to computerized applications. Students will learn to prepare financial statements, setup both service and merchandise companies, analyze transactions, make payroll entries, reconcile bank accounts, journalize and post adjusting and closing entries.

Prerequisites: ACCT 1010

B. COURSE EFFECTIVE DATES: 02/20/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Build chart of accounts
2. Complete accounting period closing procedures
3. Use planning tools
4. Complete general ledger cycle
5. Compute cash discounts
6. Create employee master file
7. Define accounting cycle
8. Define fiscal period
9. Define reorder point
10. Maintain chart of accounts
11. Make accounts payable payment entries
12. Make accounts payable transaction entries
13. Make accounts receivable payment entries
14. Make accounts receivable transaction entries
15. Make employee master file changes
16. Make payroll cycle entries
17. Open new accounts
18. Perform file-handling tasks
19. Perform ratio analysis
20. Prepare accounts payable schedule
21. Prepare computer-generated accounts receivable statements
22. Prepare computer-generated annual payroll reports
23. Prepare computer-generated financial reports
24. Prepare computer-generated payroll checks
25. Prepare computer-generated payroll register
26. Prepare computer-generated quarterly payroll reports
27. Prepare computer-generated trial balance
28. Produce depreciation entries
29. Produce sales invoices
30. Record adjusting entries
31. Record adjusting entries
32. Record cash receipts entries
33. Record debit memorandum entries
34. Record general journal transactions
35. Record inventory maintenance entries
36. Record inventory transaction entries
37. Record purchase transaction entries
38. Record sales invoice transactions
39. Remove accounts
40. Create new company files
41. Prepare bank reconciliation
42. Record reversing entries
43. Create graphs
44. Export statements to Excel

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted