

At the end of the course, the successful student should be able to:

- 1. create accounting-related spreadsheets and charts by applying previously acquired accounting skills and expanding on previously acquired computer skills;
- 2. set up and use the Simply Accounting General Ledger module to produce financial reports and prepare a bank reconciliation.
- 3. set up and use the Simply Accounting Accounts Receivable module;
- 4. set up and use the Simply Accounting Accounts Payable module.
- 5. set up and use the Simply Accounting Payroll module.
- N: Course Content

M:

- 1.1 Review basic spreadsheet concepts.
- 1.2 Review and apply basic accounting concepts.
- 1.3 Prepare spreadsheets and charts for financial statements, financial analyses, and supporting schedules, including an accounting related project.
- 1.4 Learn appropriate use of spreadsheet formulas and functions.

(	Course Name: ACCT 1222 Computer Applications for	Accounting		Page 3 of 3
<b>P:</b>	Textbooks and Materials to be Purchased by Students	5		
	Grauer, R. T., Mulbery, Keith M and Scheeren Judy. Pearson Educational. Freedman, H. and Smith, C. <u>Learning Simply Accou</u>			-
	ACCT 1110 or ACCT 1235 text or equivalent.			
Q:	Means of Assessment			
	Excel			
	Assignment(s) and Quiz(zes) - minimum one of each Excel examination		10% <u>20%</u>	30%
	Simply Accounting:			
	Assignment(s) Tests:		10%	
	General Ledger	10%		
	Accounts Receivable Accounts Payable	10% 10%		
	Payroll	10%	40%	
	Comprehensive Simply Accounting examination TOTAL		<u>20%</u>	<u>70%</u> <u>100%</u>

STUDENTS MUST WRITE BOTH EXAMINATION SOMRÉ