



**M:** Course Objectives/Learning Outcomes

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

- 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.

