## MOHAWK VALLEY COMMUNITY COLLEGE

UTICA AND ROME, NEW YORK

COURSE OUTLINE

AC 127 Computerized Accounting Systems C-2, P-2, CR-3

COURSE DESCRIPTION:

Students will use a variety of standard computerized business systems such as general ledger, purchasing, accounts payable, inventory, payroll, cash receipts and accounts receivable to enter, process and store data in operational-level transaction processing..

Prerequisites: AC115 Accounting 1 and either IS101 Computers and Society or IS102 Computer Applications & Concepts 2 or IS100 Introduction to Computers and Society.

Student Learning Outcomes:

Upon completion of this course the learner should be able to:

1. Generate and interpret business reports.
2. Create major accounting modules within a computerized accounting system such as Accounts Payable, Accounts Receivable, Cash Payments, Cash Receipts, Purchases, Inventory, Payroll and Banking.
3. Transfer accounting data files into formats used by word processing, spreadsheet and database software.
4. Access accounting data files and using word processing software to create mail merge letters to Accounts Receivable customers, and produce memorandums and reports.
5. Analyze data stored in accounting files and spreadsheet formats to produce performance reports, charts and graphs.
6. Create a complete accounting system for a business using QuikBooks software.

Major Topics:

* The small business environment and financial reporting
* Introduction to electronic document creation, management and control
* Analyzing and recording business transaction
* Computerized modules for sales, payroll, purchases, receivables and payables, and banking
* Special journals
* Spreadsheet analysis
* Recordkeeping and reporting using Intuit QuickBooks software
* Analysis of financial statements

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