

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: ACCT 316 Department: Business Administration

Course Title: Computerized Accounting Semester: Spring Year: 1999

Objectives/Competencies

Course Objective	Competencies
1. Develop both a working knowledge and conceptual understanding of accounting software to the degree that the student can maintain the financial records of a small business.	1. Know how to set up and maintain a chart of accounts. 2. Know how to set up and maintain subsidiary accounts. 3. To possess the skills needed to process day-to-day activities involving sales, accounts receivable, accounts payable, inventory and payroll. 4. Have the ability to make necessary modifications to the system to accommodate changes in business practices.
2. To introduce the student to the more common terminology used in a computerized system.	1. Have the ability to ask questions, describe situations and receive instructions using vocabulary familiar to the more <i>knowledgeable</i> software users.
3. To introduce the student to the many databases used in the system.	1. Be able to set up, maintain (add to, delete, edit) and use customer, vendor, employee and inventory records.
4. To be able to prepare financial statements and other management reports.	1. Be able to prepare the primary financial statements. 2. Produce reports on receivables, payables, inventory levels and other areas of management concern.

Course Objective	Competencies
<p>5. To develop ability and confidence to work with these software packages used in class or any other similar accounting package.</p>	<ol style="list-style-type: none">1. Process routine transactions; correct mistakes.2. Research answers to questions.3. Distinguish differences and similarities between this system and other systems.