SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: ACC-230   Department: Business Administration

Course Title: Computerized Accounting   Semester: Spring   Year: 2019

Objectives/Competencies

Course Objective	Competencies
1. Develop use of accounting software to maintain the financial records of a small business.	1. Set up and maintain a chart of accounts. 2. Set up and maintain subsidiary accounts. 3. Process activities involving sales, accounts receivable, accounts payable, inventory and payroll. 4. Modify the software to accommodate changes in business practices.
2. Introduce the student to terminology used in a computerized system.	1. Describe situations using vocabulary familiar to software users.
3. Introduce the student to databases used in the system.	1. Set up, maintain (add to, delete, edit) and use customer, vendor, employee and inventory records.
4. Prepare financial statements and other management reports.	1. Prepare the financial statements. 2. Produce reports on receivables, payables, inventory levels and other areas of management concern.

Course Objective	Competencies
5. Develop ability to work with software packages	1. Process routine transactions and correct mistakes. 2. Research answers to questions. 3. Distinguish differences and similarities among systems.