

Springfield Technical Community College
Academic Affairs

Course Number: BUS-123 Class/Lect. Hours: 3 Lab Hours: 0 Credits: 3 Dept.: Business

OBJECTIVES/COMPETENCIES

Course Objectives	Competencies
<ol style="list-style-type: none"> 1. Introduce the basics of financial accounting through the accounting cycle. 2. Introduce the student to terminology used in a computerized bookkeeping system. 3. Develop use of bookkeeping software to maintain financial records of a small business. 4. Introduce the student to databases used in the system. 5. Introduce financial statements and other management reports. 	<ol style="list-style-type: none"> 1. Identify the steps in the accounting cycle. 1. Describe situations using vocabulary familiar to software users. 1. Set up and maintain a chart of accounts, subsidiary accounts. 2. Process transactions for sales, accounts receivables, accounts payable, inventory and payroll. 3. Modify software to accommodate changes in business practice. 1. Set up, maintain (add to, delete, edit) and use customer, vendor, employee and inventory records. 1. Generate financial statements. 2. Produce reports on receivables, payables, inventory levels and other areas for management review.