

## Computerized Acct App

Credits:	3 (2/1/0)
Description:	This course is an introduction to computerized accounting applications and software used in the business environment. Topics may include general ledger accounting, payroll procedures, accounts receivable, accounts payable, inventory and depreciation.
Prerequisites:	ACCT1012 BUS1120 ACCT2211 BUS1120 ACCT1012 CSCI1155 ACCT1012 CPTR1104 ACCT2211 CPTR1104 ACCT2211 CSCI1155
Corequisites:	
Competencies:	<ol style="list-style-type: none"> <li>1. Enter and post accounting transactions.</li> <li>2. Perform file maintenance for customers, vendors, employees, inventory items, and general ledger.</li> <li>3. Perform correcting entries.</li> <li>4. Generate reports.</li> <li>5. Reconcile bank statements.</li> <li>6. Install accounting software package.</li> <li>7. Create a new company.</li> <li>8. Enter and maintain company system setup.</li> <li>9. Perform backup and restore functions.</li> <li>10. Perform period closing procedures.</li> </ol>
MnTC goal areas:	None