

Course discipline/number/title: ACCT 2234: Computerized Accounting and Business Applications**A. CATALOG DESCRIPTION**

1. **Credits:** 3
2. **Hours/Week:** 3
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B. COURSE DESCRIPTION: This course covers the use of spreadsheet, database, presentation, word processing, and data analytics software to solve accounting and business related problems. Topics include designing, creating and enhancing worksheets and charts, using formulas and functions to perform calculations, printing, merging, and file management. There is an introduction to use financial statement and data analysis within the decision-making process.**C. DATE LAST REVISED (Month, year):** May, 2023**D. OUTLINE OF MAJOR CONTENT AREAS:**

1. Computer file management
2. Profitability and financial ratios (using spreadsheet functions and formulas)
3. Customer and sale records (using database tables, queries, forms, and reports)
4. Financial statements and reports
5. Presentation of accounting and business reports, graphs, slides, and data
6. Multiple software application

E. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Use the terminology of spreadsheet software.
2. Solve business and accounting problems using spreadsheet formulas and functions.
3. Organize and manage computer files including creating, saving, and backup versions.
4. Create and maintain customer sales and receivable balances through queries, forms, and reports using database software.
5. Present financial statement and accounting data using presentation software.
6. Calculate cost per unit and cash flow valuation using computerized applications.
7. Describe ethical conduct for accountants and managers.
8. Use financial statement analysis to make business decisions.
9. Use course management software to manage files.
10. Transfer data to other software applications to use the data to make reports.
11. Prepare ratio and financial statement reports.

F. LEARNING OUTCOMES (MNTC): NA**G. METHODS FOR EVALUATION OF STUDENT LEARNING:** Methods may include but are not limited to:

1. Daily assignments
2. Written tests
3. Written homework
4. Group activities
5. Case studies

H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.**I. SPECIAL INFORMATION (if any):** None