

Computerized Accounting

17-101-1 Technical Certificate

Offered at:



Ashland
New Richmond
Rice Lake
Superior

Overview

Accounting is an important tool of business. Computerized Accounting certificate holders use accounting and office software to perform a variety of tasks including basic accounting data entry.

Special Features

The Computerized Accounting certificate is ideal for students who:

- Have experience in accounting or bookkeeping and desire training on current software
- May already have college-level training, but wish to obtain or update accounting software skills
- May lack experience, but seek basic skills with a minimal time investment

Student Profile

As a student of the Computerized Accounting certificate, you should:

- Be organized, accurate, and detail oriented
- Possess good communication skills
- Be comfortable using computers and 10-key calculators
- Enjoy working alone and with others

Preparation for Admission

The following experiences will help you prepare for this certificate:

- Accounting, bookkeeping
- Consumer math
- English/basic grammar
- Keyboarding
- Basic computer skills

Outcomes

Employers will expect you, as a Computerized Accounting certificate holder, to be able to:

- Work under supervision with current accounting software applications.
- Use word processing and spreadsheet programs to perform basic office tasks.
- Assist in processing payrolls.

Career Outlook

Computerized Accounting Certificate holders can seek many opportunities in part-time and entry-level office and accounting positions.

Curriculum

Number	Course Title	Credits
10101101	Financial Accounting 1	4
10101106	Computerized Accounting ▲	3
10101124	Payroll Systems and Accounting ▲	3
10103123A	MS Access A	1
10103124	MS Excel	2
10103128	Introduction to Computers - Windows	1
10103129	Introduction to MS Office	1

Certificate Requirements 15

▲ This course requires a prerequisite and/or corequisite, and must be completed with a grade of "C-" or better.

Course Descriptions

10101101

Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101106

Computerized Accounting - Credits: 3

Students learn to computerize the basic accounting systems (general ledger, accounts payable, accounts receivable, payroll) and review accounting terminology in relation to data processing. PREREQUISITES: 10101101 Financial Accounting 1 or 10101115 Accounting Principles.

10101124

Payroll Systems and Accounting - Credits: 3

Study of state and federal laws affecting payroll -- Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1 or 10101115 Accounting Principles.

10103123A

MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

10103124

MS Excel - Credits: 2

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics.

10103128

Introduction to Computers - Windows - Credits: 1

Learners will gain knowledge about basic operations of a computer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.

10103129

Introduction to MS Office - Credits: 1

Learners will create, edit, view, and print basic documents using word processing, spreadsheets, database, and presentation software.