

# Computerized Accounting

17-101-1 Technical Certificate

## Overview

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

Offered at:



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

Ashland  
New Richmond  
Rice Lake  
Superior

## 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

Students of the Computerized Accounting certificate 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

Students should strive to reach a comfort level in the following courses or skills:

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

## Outcomes

Employers will expect Computerized Accounting certificate graduates 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 graduates can seek many opportunities in part-time and entry-level office and accounting positions.

## Related Programs

- Accounting
- Accounting Assistant
- Business Management

## Curriculum

Number	Course Title	Credits
10101101	Financial Accounting 1	4
10101124	Payroll Systems and Accounting <sup>▲</sup>	3
10101173	Peachtree Accounting <sup>▲</sup>	2
10101174	QuickBooks Accounting <sup>▲</sup>	2
10103128	Introduction to Computers - Windows	1
10103129	Introduction to MS Office	1
10103151	MS Excel A	1
10103152	MS Excel B <sup>▲</sup>	1
10103162	MS Access A	1

CERTIFICATE REQUIREMENTS **16**

<sup>▲</sup> Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 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.

### 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.

### 10101173

#### Peachtree Accounting - Credits: 2

Students will learn how to computerize the basic accounting systems. Students will learn the fundamentals of the Peachtree software in performing tasks involving the general ledger, accounts payable, accounts receivable, payroll, and financial statements. Students will also be exposed to the process of finding and correcting errors in a computerized accounting system. PREREQUISITE: 10101101 Financial Accounting 1.

### 10101174

#### QuickBooks Accounting - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1.

### 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.

### 10103151

#### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10103152

#### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

### 10103162

#### 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.