College of Micronesia -
- FSM P.O. Box 159
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Course Outline Cover
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Computerized Bookkeeping   **BK 097**
        Course Title   **Department and Number**

Course Description :

The course is designed to give students hands-on experience in setting up accounting records using accounting software. The students will be able to learn, practice, and use basic accounting principles and procedures in theoretical and hands-on work simulations. Upon successful completion of this course, the student should be familiar with a wide range of computerized accounting functions.

Course Prepared by: Randy Nunez   **State:**   Chuuk State Campus

	Hours per week	No. of Week		Total Hours		Semester Credits
Lecture	3	x 16	x	48	=	
Laboratory		x	x		=	
Workshop		x	x		=	
			Total Semester Credits			3

Purpose of Course: Degree Requirement   _____
                              Degree Elective   _____
                              Certificate   _____
                              Remedial   _____
                              Other (Workshop)

Prerequisite Course (s) :   CA 095, BK 096

_____   _____
Signature, Chairperson, Curriculum Committee   Date Approved by Committee

_____   _____
Signature, President, COM-FSM   Date Approved by President

General Objectives:

This course is designed to allow the students to apply the acquired manual skills in recording business transactions through the use of computerized accounting software to perform basic business accounting functions. It prepares students for employment in today's office by providing them with bookkeeping and computer skills. The course helps students gain a working familiarity with computers in business for them to understand the basic principles of Computerized Bookkeeping as compared to manual application of Bookkeeping.

Learning Outcomes:

Upon successful completion of this course , the student shall be able to:

1. Define how computer technology can be used to automate an accounting system.
2. Identify the hardware requirements needed to run accounting software.
3. Identify and sort input forms to record data into the computer. E.g., chart of accounts, payroll.
4. Analyze business transactions in service and merchandising types of business.
5. Record business transactions in journals, differentiate appropriate journals for recording specific business transactions.
6. Compute timesheet and prepare payroll.
7. Prepare balance sheet and income statement using the computerized systems, and identify the differences as compared to manual preparation.
8. Perform the organization and retrieval of information on a computer.

Outline of Contents:

This course contains:

A. Introduction to Computerized Accounting.

1. The computer technology to automate an accounting system
2. Hardware requirements to run the accounting software.
3. Controls used to manage data and work with the program.
4. Basic process for entering data.
5. Terms used in computerized accounting system.

B. Exploring the Accounting System.

1. The purpose of input forms.
2. Chart of Accounts, vendors, and customers
3. Account Maintenance and existing accounts.

C. Recording Transactions in the General Journal

D. Recording Transactions in the Sales and Cash Receipts Journals

E. Recording Transactions in the Purchases and Cash Payments Journals

F. Completing the Accounting Cycle

G. Preparing and Recording the Payroll

Learning Outcomes:

On completion of this course, the student will be able to:

Multiple choice question, short answer question
Identify the hardware requirements needed to run accounting software.
Define hardware

Identify the minimum hardware configuration for monitor, disk drive, CPU memory, MS-DOS
Multiple choice question, short answer question.

Learning Outcome 1	**Define how computer technology can be used to automate an accounting system.** a. Identify the major components of the accounting software b. Describe the basic process for entering data c. Discuss how controls are used to manage data. d. Define the terms used in automated accounting system.
Assessment Criteria	
Assessment Method	Multiple choice question, short answer question
Learning Outcome 2	**Identify the hardware requirements needed to run accounting software.**
Assessment Criteria	a. Define hardware b. Identify the minimum hardware configuration for monitor, disk drive, CPU memory, MS-DOS
Assessment Method	Multiple choice question, short answer question.
Learning Outcome 3	**Identify and sort input forms to record data into the computer. E.g., chart of accounts, payroll**
Assessment Criteria	a. Identify the special forms for data entry such as chart of accounts, customers, vendors, and payroll. b. Complete an account maintenance input forms, and describe the purpose of the input forms. c. Start the accounting software and load a file. d. Use the student information dialog to key your name and problem information. e. Create new chart of accounts, vendors, and customers.
Assessment Method	Multiple choice question, short answer questions, Entering data in an input form, entering data from input form to the computer, and analyze the required report.
Learning Outcome 4	**Analyze business transactions in service and merchandising types of business.**

Assessment Criteria	a. Classify business transactions according to the nature such as buying, and selling merchandise, and rendering services.
	b. Identify input forms to be used.

Assessment Method

Learning Outcome 5   **Record business transactions in journals and differentiate appropriate journals** for **recording specific business transactions.**

Assessment Criteria   a. Complete a General Journal input form
b. Complete Sales and Cash Receipts Journal input form
c. Complete Purchases and Cash Payments Journal input form
d. Record and edit transactions to the appropriate journals
e. Print the reports: accounts receivable, accounts payable

Assessment Method   various transactions to be given for analysis , and recording to input forms and entering to computer.

Learning Outcome 6   **Compute timesheet and prepare payroll.**

Assessment Criteria   a.   Compute the employee account and payroll register, and enter to payroll input forms.
c. Explain how the payroll taxes are   computed
d. Key-enter employee account information
e. Record and edit data in the payroll register
f.   Describe the posting process for payroll
    data g. Print the payroll reports
h. Process the payroll liabilities using the cash payments journal
i.   Describe the end-of -period payroll procedures**.**

Assessment Method   provided the time sheets and students will calculate the payroll manually, and will enter the data to the computer, and prepare reports.

Learning Outcome 7   **Prepare balance sheet and income statement using computerized systems, and identify the differences as compared to manual preparation.**

Assessment Criteria   a.   Analyze adjusting entries and record them using general journal.
j.   Print a balance sheet and income statement

k. Describe the steps executed by the software when the current fiscal period is closed.
l. Perform the closing process
m. Print a post-closing trial balance

Assessment Method   hypothetical transactions to be entered and students will prepare the financial reports (income statement, balance sheet), and will close the accounting cycle for the period then ended,

Learning Outcome 8   **Perform the organization and retrieval of information on a computer**

Assessment Criteria
a. Identify the accounting periodic reports, eg. Last month, previous months, this month.
b. Key-enter properly the accounting periods being requested for to avoid mixing with other accounting periods.
c. Describe the maintenance of the transactions and reports File systems.
d. Create back up

Assessment Method   various reports for different accounting periods entered in the computer and students will organize and retrieve the reports according to the accounting periods required.

Required Course Materials:

1. Instructor:

a. Computer Aided Instruction classroom with whiteboard or chalkboard b. Textbook, workbook
c. Overhead projector, transparencies
d. Calculator

2. Student:

a. Text books, handouts provided by instructor
b. Folder
c. College ruled note sheet, pen or pencil
d. Calculator
e. Accounting forms such as the journal, ledgers, etc.

Required Text: Computerized Accounting TUTORIAL & APPLICATIONS By McEntee,
Schaber, & Fisk, at least 1995 edition.

Methods of Instruction:

1. Computer Aided Instruction 2.
Computer hands-on exercises

Evaluation:

Grades will be assigned based on the following percentage to total points received from
exams, projects, quizzes, practice sets, and the mid-term and final exams:

A... 90%-100%
B...80% - 89%
C... 70% 79%
D.. 60% - 69%
F.....................................59% and below

Attendance Police :

The COM - FSM Attendance Policy will be observed.