

OUTCOMES BASED LEARNING MATRIX

Course: ACCT302 – Computerized Business Applications

Department: Business Administration

This course introduces business applications commonly computerized in a business environment. It examines accounting information systems (AIS) within the context of the total management information system (MIS). Topics include general ledger package, spreadsheet applications, and various managerial and financial decision models. This course provides the opportunity to experience the actual implementation of software packages using the facilities of the computer lab. Prerequisite: ACCT105 Principles of Financial Accounting I or departmental approval.

Core Competencies for outcomes activities and assessment tools: Critical and Creative Thinking (CCT); Information Literacy (IL); Oral Communication (OC); Quantitative Literacy (QL); Written Communication (WC); Civic Engagement (CE); Global Learning (GL); Integrative Learning (IG).

COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
To identify the components of a computer system and the benefits and limitations of data processing within business applications in order to evaluate the hardware and software needs of an organization.	Identify all parts of a computer system. (CCT, WC, QL) Analyze the strengths and weaknesses of software applications and hardware needs used in an organization. (CCT, WC, QL)	Draw and identify the parts of the computer and its other component parts. (CCT) Evaluate a particular software package based on the needs of an organization and write a report outlining the assessment. (CCT, WC, IL)
To prepare business-related spreadsheets which will include but are not limited to the following topics: writing formulas, copying cell data, printing spreadsheets and cell contents, formatting cells and working with charts in order to apply business and financial concepts for decision making. To promote strong analytical skills in transforming data into information to drive business decisions.	To be able to create simple spreadsheets to more complex spreadsheets in order to make recommendations to management based on a number of “what-if” situations. (CCT, QL, IL) To create charts to better demonstrate and/or explain more complex business results in a format more understandable to internal and external users of financial information. (CCT, QL, IL)	Creation of spreadsheets using various business functions and formulas within the electronic spreadsheet software. (CCT, QL, IL, WC) Determination and creation of proper chart formats to display various kinds of financial information. (CCT, QL, IL, WC) Writing memos including spreadsheet and chart information within them and writing an analysis of the results generated from the spreadsheets. (CCT, QL, IL, WC)
To establish a chart of accounts, make general journal entries including adjusting and closing entries for accounts receivables and payables using subsidiary ledgers, and prepare end-of-the	To use software to create the “books” for a new company and open a Chart of Account. (CCT, IL) Apply basic rules of increases and	Creation of an accounting system for new companies. (CCT, IL, WC, QL) Recording a variety of entries into special journals. (CCT, IL, WC, QL)

<p>period financial statements so students are proficient using Peachtree (Sage 50) computerized general ledger software package.</p>	<p>decreases in analyzing transactions and determine the appropriate journals to be used within the general journal software. (CCT, IL, WC) Select and print appropriate financial reports for analysis. (CCT, IL)</p>	<p>Generate financial reports to compare past and present results and write a report summarizing problems and recommendations. (CCT, WC, IL, QL) Copy and paste financial data from the general ledger software into electronic spreadsheets, whereby the financial data can be changed and manipulated as well as formatted. (IL, CCT)</p>
<p>Use software for financial statement analysis and future and present values calculations of investments in order to make financial calculations and recommendations to the internal users of information within an organization.</p>	<p>Calculate financial ratios and percentages for vertical analysis of financial statements. (QL, IL, CCT) Calculate future and present value of investments using managerial software. (QL, IL, CCT)</p>	<p>Spreadsheet problems using an Income Statement to determine percentages. (QL, IL, CCT) Problems and exercises to calculate the future and present value of money. (QL, IL, CCT)</p>
<p>Use software for break-even analysis, loan analysis, depreciation methods, and inventory methods and/or others in order to make recommendations for financial and managerial decision-making.</p>	<p>Calculate the break-even point. (QL, IL, CCT) Calculate loan payments based on different interest rates and number of payments. (QL, IL, CCT) Analyze the impact of straight-line, double-declining balance, sum-of-the-years digits, and MACRS depreciation methods on both the Balance Sheet and Income Statement. (QL, IL, CCT) Calculate and compare the ending merchandise inventory and cost of goods sold using LIFO, FIFO, and Weighted Average. (QL, IL, CCT)</p>	<p>Completion of exercises and problems. (WC, CCT, QL, IL) Generate comparative statements using electronic spreadsheets based on the calculations generated for loan payments, depreciation, and inventory. (CCT, QL, IL) Solve problems using “functions” within spreadsheet software as well as using a managerial software package. (CCT, QL, IL) Write a report or memo or make a presentation recommending an accounting method based on the results generated using spreadsheet functions and/or managerial software. (WC, CCT, QL, IL, OC)</p>
<p>Use software to create and manage a single database using Excel software program. Use software to create records, fields, and tables, with multiple databases using Access software.</p>	<p>To be able to sort and filter the data. Format the information using tools such as conditional formatting. Gathering data then, entering the data thru records and fields to create a table. Linking multiple tables together</p>	<p>Provide information that is relevant, timely, and useful for decision-making. Preparing queries and query reports for management. Writing reports on how the information can be used for decision-making. (WC, CCT, QL, IL, OC)</p>

	into a single database. creating relationships. (QL, IL, CCT)	
Use software to create graphic images to accurately convert and present data that has been collected. Transforming data collected to graphic images using PowerPoint. Creating images to simplify more detailed or specific data relationships.	To be able to create pie, line, and bar charts for a sideshow presentation. Will learn how to integrate sounds, pictures, charts, and transitions. How to integrate spreadsheets and pictures into a slide presentation. (QL, IL, CCT)	Prepare a slide presentation. Illustrating with pictures and information graphics. Writing handout notes to accompany the slides in a slide presentation. Learn the value of a slide presentation in communicating to an audience. (WC, CCT, QL, IL, OC)