



MASTER COURSE OUTLINE

A. ACCT 1023 Computerized Accounting with Sage™

B. COURSE DESCRIPTION:

This course focuses on using Sage™ – a small-business, double-entry accounting software package. Students will learn to set up and manage complete accounting systems using business scenarios. Topics include creating and maintaining company files, processing daily transactions, managing customers and vendors, performing payroll functions, handling inventory, and generating financial statements and management reports. Emphasis is placed on understanding how computerized accounting systems integrate with fundamental accounting principles. Students who have a current external certification which meet the objectives for this course may be granted course credit. Pre-requisites: ACCT 2011 or concurrent and basic computer skills.

(3 Cr – 3 lect, 0 lab)

C. *Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Creating New Companies
- General Ledger and Banking
- Managing Accounts Receivable and Accounts Payable
- Managing Inventory
- Payroll Processing and Reporting
- Designing Forms and Financials
- Data Management and Backup

F. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
<u>*Critical Thinking</u>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. set up an accounting system using Sage™ for both service and merchandising companies.
<u>CS</u>	create a new company using Sage™.	1. enter and maintain records. 2. view lists and reports. 3. setup general ledger defaults. 4. modify chart of accounts. 5. enter beginning balances. 6. general journal entries. 7. banking tasks. 8. general ledger and banking reports.
<u>CS</u>	manage accounts payable and accounts receivable using Sage™.	1. setup accounts. 2. add vendors and customers. 3. enter various A/P and A/R transactions. 4. generate A/P and A/R reports.
<u>CS</u>	manage inventory using Sage™.	1. setup inventory items. 2. add and maintain inventory. 3. enter inventory adjustments.
<u>CS</u>	manage payroll using Sage™.	1. run payroll setup wizard. 2. enter employee defaults. 3. maintain employee records. 4. pay employees. 5. run payroll reports.
<u>CS</u>	design forms and financials using Sage™.	1. explore design methods and options. 2. use the Financial Statement wizard.
<u>CS</u>	manage data and backups using Sage™.	1. automatic backups. 2. run data verification. 3. setup user security. 4. restoring data. 5. importing/exporting data

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code D /Class Maximum 30; Letter Grade

Revision date: 02/27/18; 01/22/26

AASC Approval date: 03/06/18; 03/17/26

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland’s MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

*Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7A, 7B, 7A/B
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

**Riverland Community College Discipline Areas	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6