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South Central College

ACCT 1834 Computerized Accounting I

Course Outcome Summary

Course Information

Description

3. Prepare an Excel workbook.

Learning Objectives

EÉÖÅÎÂOĂIÑCÎĂÉÑ Í ĀÇĪÁÀĂĀÉĀÓÁÄÕÔÁÁÕÒ

QÍICĀ Í ÉCÉĀIÑĀÉĀÇĀMÒ

ÙÀĂĀÉĀCÁ DÉCIÇĀĀÑCAĂIÑĐĀFĀÉCÂÄĀÀĀÉÑ Í ĀFÁÄDĀĪÉĀÔĀCCÁÑĂÒ

EĀĪĀÇCĀÇĀMĀĀĀĀNĪÐĀÉĀDÁĀAĀĀĀĀĀĀÖĀÊÔÁÉÄÍÖ

ÙÀĀĀC ÌĀĀ Ì ĀFOĀFĀÑCCIÁÑÒ

4. Insert formulas in an Excel worksheet.

Learning Objectives X ÄlCÅÄFÁÄD ÁTÉÀÄÓIC Ì ÄDÉC Ì ÅDÉCIÇÉTÄÁOÅÄÉCÁÄÄÒ YÑAÅÄCÄFÁÄD ÁTÉÀÄÓIC Ì ÄFÂÑÇCIÁÑÀÒ ÙÀÄÄÉÔÀÁTÁCÄÄÉÑ Í ÄDIRÅ Í ÄÇÄTTÄÄÄFÄÄÄÑÇÅÀÄIÑÄFÁÄDÁTÉÀÒ

5. Format an Excel worksheet.

Learning Objectives ÆÌÉÑĐÅĀÇÁĒĀDÑĀÓIÍCÌĀÉÑÍĀĀÓĀÌÅIĐÌŒ YÑAÅÄĠÁÉÑÍĀÍÁŘAĊĀĠĀĞĀĒĀĨĀĀÁÓĀĨĀÉÑÍĀÇÁĒĀDÑĀÒ AOOŒĀFÁĀDÉŒÑÐĀĠĀĢĀŒĀĀĀĚÑÍĀÑĀDŐĀĀĀÒ

6. Enhance an Excel worksheet.

Learning Objectives

HÁÄDÉCÁÉÁÓÁÄŐÀ Ì ÅÅCÁOÉÐÅÒ

YÑAÅÄCÁÝ ÅÉ Í ÅÄÄÜHÁÁCAÄÄÒ

HIÑ Í ÁÉÑ Í ÄÄÄÖEÇÅÄ Í ÉCÉÁIÑÁÉÁÓÁÄŐÀ Ì ÅÅCÒ

EÁÄCÄÉÑ Í ÁFIECÁÄÄ Í ÉCÉÒ

7. Move data within and between Excel workbooks.

Learning Objectives ÆÄÅÉ¢ÄÁÉÅÓÁÄÕÔÁÁÕÅÓI¢ÌÄDÂŒIOŒÅÄÓÁÄÕÀÌÅÅ¢ÀÒ ÏÁÖÅÎÄÇ¢ÎÄ Learning Objectives QÑCÅÄÁÔIŒÀĨÁOÉÊÁÔIŒÀĨÁÉÑÍÁÓÄICÅÁÇÌÅÇÕÀÒ ÈAIÑCÁÖÅÑÍÁÄÁÁÁÍÉÍÁÁOÁÄCÀÒ

12. Create and maintain customer information in QuickBooks.

Learning Objectives ÆÄÅÉCÅÁIÑÖÁIÇÁÀĨÄÄĄÇÁIÖÅÁOÉÊDÁÑCÀĨÁÁÑCÁÄÁÁÉĽÁÀÁÄÁÇÁIOCÀĨÁÉÑÍÁDÉÕÁÁÍÁOÁAICÀÒ ÈÄIÑCÁÇÁÀCÁDÁÄÁÉÑÍÁÄÁÇÁIÖÉŌŁÁÀÁÁÁOÁÄCÀÒ

13. Perform period end procedures in QuickBooks.

Learning Objectives ÆÄÅÉCÅÁÐÁÑÁÄÉGÁÝÁÁÄÑÉGÁÁÑCAIÅÀÒ Ï ÉIÑCÉIÑÁCÌ ÅÁÇÌ ÉÄGÁÁFĀÉÇÇÁÂÑCÀÒ ÈÄIÑCÁOÅÄIÁÍÄÁÑÍÁÉÇÇÁÁÑCIÑÐÁÄÅOÁÄCÀĀÉÑÍĀFIÑÉÑÇIÉGÁÀCÉCÅ DÅÑCÀÒ

14. Create inventory and maintain inventory items in

ÆÄÅÉCÅÄÄÅOÁÄCÀÄÉÑÍÄDÉIEIÑÐĀŒÓÔÆÀÒ ÏÁÍIFÊĨÄFIECÅÄĨÄÉÑÍÄÖIÅÓÄÍÉCÉÒ YDOÁÄCÄÉÑÍÄÅROÁÄCÄÍÉCÉÒ

21. Demonstrate the use of other Microsoft applications.

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