

COURSE FIN2040: FINANCIAL SOFTWARE**Level:** Intermediate**Theme:** User/Preparer**Prerequisite:** FIN1030 Service Business 2**Description:** Students learn how to use an accounting software package that is used in business.**Parameters:** Access to computers and software.**Supporting Courses:** FIN2030 Merchandising Business 2
INF2010 Workstation Operations**Curriculum and Assessment Standards**

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> demonstrate efficient use of designated small business accounting software demonstrate appropriate workstation management procedures demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> completing a software tutorial that incorporates the setup, input and output of data, and workstation management, including a presentation that discusses the comparison of manual and automated procedures. <p><i>Assessment Tool</i> <i>Financial Software, FIN2040-1</i> <i>Assessment Tool for Financial Management Documents/Components, FINDOC-A</i></p> <p><i>Standard</i> <i>Rating of 2</i></p> <ul style="list-style-type: none"> observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>90</p> <p>10</p> <p>Integrated throughout</p>

COURSE FIN2040: FINANCIAL SOFTWARE (continued)

Concept	Specific Outcomes	Notes
Set-up	<i>The student should:</i> <ul style="list-style-type: none">• identify procedures required to use the accounting software package• prepare a chart of accounts.	
Input	<ul style="list-style-type: none">• analyze transactions and enter data• prepare the accounts for the next reporting period.	
Output	<ul style="list-style-type: none">• generate reports• compare and contrast manual and computerized accounting procedures.	
Workstation Management	<ul style="list-style-type: none">• apply correct workstation procedures.	