

Weekly Update

June 3, 2015

Subject: New Online Class Available: ACCT101U - Accounting 101

Audience: Finance Users

The SCEIS Team is pleased to announce a new online class, ACCT101U - Accounting 101. This introductory class is designed to provide users with a general overview of basic accounting principles.

Below, you will find details about the online class including class navigation and suggestions for completing the class. The link to ACCT101U is also below.

ACCT101U Accounting 101 Online Class

Description: ACCT101U provides users with a general overview of accounting fundamentals to include: accounting standards and principles, basic and expanded accounting equations, debits and credits, cash versus accrual method of accounting, general ledger and the accounting cycle.

Class Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Lesson 1 - General Accounting Overview and Fundamentals	(12:35)
Lesson 2 - Accounting Concepts and Methods	(11:40)
Lesson 3 - General Ledger Accounts and Account Structure	(3:15)
Lesson 4 - Accounting Cycle	(25:30)
Total:	53 Minutes (53:00)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the class. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Class Navigation: In the ACCT101U Class Index, participants will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the ACCT101U Class Index.

Within the class, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide Pause/Play Button Next Slide

Suggestions for Completing the Class: To get the best out of the ACCT101U online class, the SCEIS Team has provided the following suggestions for completing the class:

- Have paper available to take notes, or print the PowerPoint version of the class found on the Links page within the online class. Remember, you can pause the class to take notes or rewind to listen to a slide again.
- Visit the Links page of the class to print the class script and PowerPoint and get links to additional resources such as the SCEIS uPerform site.

Accessing the Class: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation. The ACCT101U class can be found under “Online Training Classes: Finance.”

The direct link is below:

<http://sceis.sc.gov/courses/Accounting101U/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.