

Weekly Update

Week of January 16, 2017

Subject: ACCT101U SCEIS Accounting 101 Online Course
Audience: Finance Users

The ACCT101U SCEIS Accounting 101 online course is available in MySCLearning. Below you will find details about the online course.

ACCT101U SCEIS Accounting 101 Online Course

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.

Course 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 course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind



Last Slide
Pause/Play Button
Next Slide

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Suggestions for Completing the Course: To get the best out of the ACCT101U online course, the SCEIS Team suggests:

- Having paper available to take notes, or printing the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Printing the course script, if needed, in the “Course Documents” folder in MySCLearning.

Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (ACCT101U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

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