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

The SCEIS Team would like to remind users that the ACCT101U - SCEIS Accounting 101 online course is available in MySCLearning.

Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

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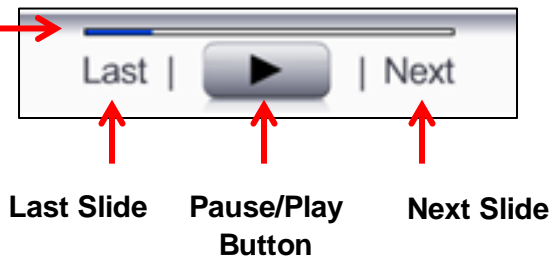
Suggestions for Completing the Course: To get the best out of the ACCT101U online course, the SCEIS Team has provided the following suggestions for completing the course:

- Have paper available to take notes, or print 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.

- If needed, the course script can be found in the "Course Documents" folder in MySCLearning.

Accessing the Course:

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

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 MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID 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.