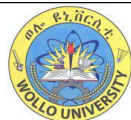


College of Business and Economics
Department of Accounting and Finance

Course Number	AcFn 3182																	
Course Title	Accounting Software Application																	
ETCTS Credits	3																	
Contact Hours	2 and additional lab hours																	
Course Objectives & Competences to be Acquired	<p>The objective of this course is to provide an appropriate level of knowledge to students with an emphasis on the technical and practical applications of the basic accounting principles using computerized accounting system (mainly Peachtree Accounting). The course will focus on the following main objectives:</p> <ol style="list-style-type: none">1. Understanding Peachtree software, installing the software, and use the software.2. Learn how to perform basic tasks in Peachtree.3. Be able to record transactions involving the General Ledger.4. Be able to securing the company’s accounting system, generating and analyzing financial statements.																	
Course Description: This course introduces computerized accounting system using Peachtree accounting. In this course, students will learn how to install the software, setting up company, journalizing transactions, produce financial statements and analyses the business performance using Peachtree Software. Thus, the course totally delivered through computer practice. Activities for each step will be provided during the instruction and in the materials.																		
WEEKS	Course Contents					Reading												
	Chapter One: Installing Peachtree Software 1.1. Introduction 1.2. Installing Peachtree Software																	
	Chapter Two: Basic Peachtree Overview 2.1. Introduction 2.2. Starting The Program 2.3. Create a New Company 2.4. System Basics 2.5. Working in Peachtree 2.6. Open a Company 2.7. Close Peachtree																	
	Chapter Three: File Setup 3.1. Overview 3.2. Setting Up Chart of Accounts 3.3. Setting Up Customers 3.4. Setting Up Vendors 3.5. Setting Up Inventory 3.6. Setting Up Payroll																	
	Chapter Four: Transactions 4.1. Sales and Accounts Receivable (Customers Transactions) 4.2. Purchases and Accounts Payable (Venders Transactions) 4.3. Cash Receipts 4.4. Cash Disbursements 4.5. General Journal 4.6. Payroll Processing																	
	Chapter Five: Other Tasks 5.1. User Security 5.2. Maintain Global Options 5.3. Back Up Data, Restoring Data and Year-End Wizard																	
	Chapter Six: Reports 6.1. Financial Statements and Other Reports 6.2. Business Analysis																	
Teaching & Learning Methods/strategy	The teaching and learning methodology include lecturing, guiding, discussions, and analysis. Cases with local relevance will also be given for each chapter for group of students to present in a class room. The full and active participation of students is highly encouraged.																	
Assessment/Evaluation	The evaluation scheme will be as follows: <table><tr><td>Test 1</td><td>Test 2</td><td>Test 3</td><td>Assignment 1</td><td>Final</td><td>Total</td></tr><tr><td>10%</td><td>15%</td><td>15%</td><td>10%</td><td>50%</td><td>100%</td></tr></table>						Test 1	Test 2	Test 3	Assignment 1	Final	Total	10%	15%	15%	10%	50%	100%
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