

COURSE OUTLINE

Computerized Accounting

Course Title

BA 222

Dept. & Course No.

I. COURSE DESCRIPTION

This course allows accounting students to apply the knowledge learned in fundamental accounting courses in a computerized environment. The students will use Peachtree accounting software for Windows to create a company and complete the accounting cycle as applied to a Sole Proprietorship, a Partnership, and/or a Corporation. Additional accounting software, like Quick Book, may be explored.

II. SEMESTER CREDIT: 3

III. CONTACT HOURS PER WEEK:

<u>2</u>	<u>3</u>	<u>5</u>
Lecture	Lab	Total

IV. PREREQUISITE: BA 212

V. STUDENT LEARNING OUTCOMES

VI. COURSE CONTENT

Upon completion of this course, the student will be able, with 65% accuracy, to:

1. Peachtree Introduction	A. Explain computer terminology as used in the Peachtree accounting. Identify major components in the Peachtree accounting for Windows.
2. System Basics	B. Install the Peachtree software; set up a new company; and restore and backup company data.
3. File Setup	C. Add, edit, and/or delete chart of accounts, customers, and vendors.
4. General Ledger	D. Identify and explain the purpose of the general ledger; use icons in the general ledger functions; enter, edit, verify, delete, and/or post journal transaction; print the general ledger and the trial balance report; reverse a transaction; and reconcile an account.
5. Invoicing	E. Identify default settings for invoices and statements; enter, edit, verify, delete, and post an invoice transaction; and enter and process a credit memo.

6. Purchasing	F. Identify defaults for purchase orders; and enter, edit, verify, and delete a purchase order.
7. Accounts Receivable	G. Verify accounts receivable setup; enter, edit, and delete accounts receivable transactions; and apply payments and finance charge.
8. Accounts Payable	H. Verify accounts payable setup; enter, edit, and delete payable transactions; apply payments, prepayments, and credit memos; and post credit.
9. Cash Receipt	I. Enter, edit, and delete a cash receipt transaction in the general ledger; enter, edit, and delete a cash receipt transaction in the account receivable journal; and apply prepaid receipts.
10. Cash Disbursement	J. Enter, edit, and delete a cash disbursement using the general ledger; enter, edit, and delete a cash disbursement transaction using the account payable payments; and post a cash disbursement journal.
11. Job Costing	K. Verify job costing defaults; create a job costing entry for purchasing; create a job costing entry for sales; and print a job cost report.
12. Reports	L. Print a balance sheet, income statement, cash flow report, and a statement of changes in financial position.
13. Payroll Setup	M. Verify payroll setup and employee defaults; use pay levels tab and employee field tab; and add/edit an employee to a company payroll.
14. Payroll Processing	N. Enter a payroll check; pay employees and sales representative; print a single payroll check; void a payroll check; print a payroll register and payroll journal report.
15. Budgeting Process	O. Explain the budgeting process; enter, edit, verify, and delete a budget entry; and print an income statement with budgets.
16. Business Analysis	P. Explain how to work with the cash manager option, collection manager option, and the payment manager option.

VII. MATERIALS AND EQUIPMENT

- A. Routine classroom supplies
- B. Computers/Printers
- C. Computer Papers
- D. Diskettes
- E. Accounting Software

VIII. TEXT

- A. Text(s)

Andres, Spiegelberg, Nelson, Microcomputer Accounting Tutorial and Applications With Peachtree Accounting for Windows, Woodland Hills, CA; Glencoe/McGrawhill, 2002.

IX. METHOD OF INSTRUCTION

- A. Lecture
- B. Discussion
- C. Demonstration
- D. Laboratory work

X. METHOD OF EVALUATION

- A. The computation of final grade includes the following:

Participation	10%
Assignments, Quizzes, & Classwork..	10%
Chapter Tests	20%
Lab/Simulation projects	30%
Mid-Term Exam	15%
Final Exam	<u>15%</u>

Total: 100%

- B. The transmutation of percent to letter grade is as follows:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
65	-	69	=	D
0	-	64	=	F

TASK LIST

BA 222 – COMPUTERIZED ACCOUNTING
Course No. & Title

CREDITS: 2 1 48
Lec. Lab Total Lab Hrs.

TASK	TIME
SLO #1 a. Apply computer terminology as used in Peachtree Accounting and identify major components in Peachtree Accounting for Windows.	3 hrs.
SLO #2 a. Install the Peachtree software, set up a new company, and restore and backup company data.	3 hrs.
SLO #3 a. Add, edit, and/or delete chart of accounts, customers, and vendors.	3 hrs.
SLO #4 a. Identify and explain the purpose of the general ledger; use icons in the general ledger. b. Enter, edit, verify, delete and/or post transactions. c. Print the general ledger and the trial balance report. d. Reverse a transaction. e. Reconcile an account.	3 hrs.
SLO #5 a. Identify default settings for invoices and statements. b. Enter, edit, verify, delete, and post and invoice transaction. b. Enter and process a credit memo.	3 hrs.
SLO #6 a. Identify default for purchase orders. b. Enter, edit, verify, and delete a purchase order.	3 hrs.
SLO #7 a. Verify accounts receivable set up. b. Enter and delete account receivable transactions. c. Apply payments and finance charge.	3 hrs.
SLO #8 a. Verify account payable setup. b. Enter, edit, and delete payable transactions. c. Apply payments, prepayments, credit memos, and post credit.	3 hrs.
SLO #9 a. Enter, edit, and delete a cash receipt transaction in the general ledger. b. Enter, edit, and delete a cash receipt transaction in the accounts receivable journal. c. Apply prepaid receipts.	3 hrs.

SLO #10 a. Enter, edit, and delete a cash disbursement using the general ledger. b. Enter, edit, and delete a cash disbursement using the accounts payable payment. c. Post a cash disbursement journal.	3 hrs.
SLO #11 a. Verify job costing defaults. b. Create a job costing entry for purchasing. c. Create a job costing entry for sales. d. Print a job cost report.	3 hrs.
SLO #12 a. Print a balance sheet, income statement, cash flow report, and a statement of changes in financial position.	3 hrs.
SLO #13 a. Verify payroll setup and employee defaults. b. Use pay level tab and employee field tab. c. Add/edit an employee to/in a company payroll.	3 hrs.
SLO #14 a. Enter a payroll check. b. Pay employees and sales representatives. c. Print a single payroll check. d. Print a payroll register and a payroll journal report.	3 hrs.
SLO #15 a. Explain the budgeting process. b. Enter, edit, verify, and delete a budget entry. c. Print income statement with budgets.	3 hrs.
SLO #16 a. Work with the cash manager option, collection manager option, and the payment manager option.	3 hrs.

TOTAL 48 hrs.

**COURSE LEVEL ACHIEVEMENT
FORM B
(USED FOR ALL PROGRAM COURSES EXCEPT SHOP COURSES)
BA 222 COMPUTERIZED ACCOUNTING**

Student's Name: _____

Semester/Year: _____

Instructor's Name (Print): _____

Average Score: _____

Descriptions: At the end of the class session, please rate the students on the following five competencies (circle one number for each competency). The numerical ratings of 5, 4, 3, 2, and 1 are not intended to represent the grading system of A, B, C, D, and F. Rather, they only indicate the degree of competency for a student that he/she should master from the course. The descriptions associated with each of the numbers focus on the level of student performance for each of the competencies listed below.

- Rating Scale:**
- 5 - Excellent
 - 4 - Above average
 - 3 - Average
 - 2 - Below average
 - 1 - Unacceptable

Competency #1:

[Critical Thinking and Problem Solving]: Identify, apply, and integrate rational computer accounting skills and applications.

5	Identify, apply, and integrate all the concepts and theories below with 90-100 percent accuracy: <ul style="list-style-type: none"> 1. Do basic financial statements analysis and reports including: Trial balance, balance sheet, income statement and statement of owner's equity. 2. Locate and critique problems and inconsistencies in various account groups. 3. Perform computerized accounting system setup procedures including: Identifying component and procedures of the computerized accounting system. 4. Establish account and account classifications. 5. Detect and correct computing errors.
4	Identify, apply, and integrate all the tasks above with 80-89 percent accuracy.
3	Identify and apply all the tasks above with 70-79 percent accuracy.
2	Identify all the tasks above with 65-69 percent accuracy.
1	Identify on all the tasks above with below 65 percent accuracy.

Competency #2:

[Accounting and Statistical Skills]: Develop accounting and computer skills in dealing with ratios and values.

5	Development in the theories and concepts of all of the following below tasks with 90-100 percent accuracy: <ol style="list-style-type: none">1. Explain the major components of a Peachtree accounting software.2. Development of chart of accounts for both customers and vendors.3. Identify and develop general ledger, trial balance, and reconciliation documents.4. Generate financial statements and various statistical reports.5. Develop purchase orders, account receivables, and account payables both internally and externally.6. Develop a(an) balance sheet, income statement, cash flow, and statements of financial position.7. Develop payroll journals and ledgers.8. Discuss the concept and process of budgeting
4	Development in all the above tasks with 80-89 percent accuracy.
3	Development in all the above tasks with 70-79 percent accuracy.
2	Development in all the above tasks with 65-69 percent accuracy.
1	Development in all the above tasks with below 65 percent accuracy.

Competency #3:

[Contemporary Issues and Knowledge]: Able to describe the ever-changing technological era, and incorporate both contemporary and classical methods of accounting.

5	Discuss all of the tasks below with 90-100 percent accuracy. <ol style="list-style-type: none">1. Identify and explain the various computer terminology used in Peachtree accounting for windows.2. Awareness in the various methods and usage of a wide variety of computerized accounting soft-wares.3. Discuss various revisions, changes, or modifications to the generally accepted accounting standards boards (GASB) requirements.
4	Describe all of the above tasks with 80-89 percent accuracy.
3	Describe all of the above tasks with 70-79 percent accuracy.
2	Describe all of the above tasks with 65-69 percent accuracy.
1	Describe all of the above tasks with below 65 percent accuracy.

Competency #4:

[Global Accounting Perspective]: Awareness in the various issues and concepts dealing with computerized accounting worldwide.

5	Identify and apply the tasks below with 90-100 percent accuracy: <ol style="list-style-type: none">1. Awareness in the need to standardize the preparation and reporting of financial information as required and done globally.2. Identify and distinguish between the different accounting boards such as GASB, FASB, GAAP, FASAB and various board organizations.
4	Identify and apply all the tasks above with 80-89 percent accuracy.
3	Identify and apply all the tasks above with 70-79 percent accuracy.
2	Identify and apply all the tasks above with 65-69 percent accuracy.
1	Identify and apply all the tasks above with below 65 percent accuracy.

I certify that the student has completed all the competencies in this course and has achieved ratings as shown in each respective competency.

Instructor's Signature

Date