SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
ACC 150S COMPUTERIZED ACCOUNTING I
2 CREDIT HOURS

COURSE DESCRIPTION
Practical application of Peachtree software for generating financial statements and information using computer products. This course emphasizes the complete accounting cycle, recording service and merchandising transactions, reviewing inventory costing methods, preparing bank reconciliations, recording long-term assets and preparing of basic financial statements. Prerequisite: ACC 121S. Lab fee.

COURSE GOALS
The student will:

Blooms Level		Program Outcomes
3	1. Develop skills in the installation of appropriate accounting software.	8
3	2. Develop understanding of file storage, backup, and restoration for data reliability.	8
3	3. Develop knowledge of accounting software application using Generally Accepted Accounting Procedures (GAAP).	1
3	4. Demonstrate knowledge of computerized accounting management terminology.	1
3	5. Apply computer and accounting knowledge to set up a company data file.	1
4	6. Classify established accounting data in computerized form.	1
3	7. Apply the complete accounting cycle to computerized simulation problems.	1
3	8. Demonstrate thorough understanding of accounting terminology and concepts in simulated accounting cycle.	1
5	9. Create a payroll simulation and integrate components into a complete accounting record.	1
3	10. Demonstrate ability to properly use and troubleshoot mistakes in software application.	8
4	11. Analyze company data and generate timely planning tools using computer program analysis and reporting capabilities.	5

CORE VALUES
The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Introduction to Peachtree Complete Accounting
2. Peachtree Basics
3. General Journal Transactions and Reports

4. Customer Activities for a Service-Based Business
5. Vendor Activities for a Service-Based Business
6. Payroll Activities for a Service-Based Business
7. Closing the Accounting Period for a Service-Based Business
8. Customer Activities for a Merchandising-Based Business
9. Vendor Activities for a Merchandising-Based Business
10. Payroll Activities for a Merchandising-Based Business
11. Closing the Accounting Period for a Merchandising-Based Business
12. Creating a New Company in Peachtree