

ACC 306 – Microcomputer Applications for Accountants

Course Description

This course covers the use of Peachtree Complete Accounting for Windows, Microsoft Excel, and the interface between the two software packages, as well as the functions and applications available under Peachtree and Excel.

Instructional Materials

O’Leary, T. J., & O’Leary, L. (2011). *Microcomputer applications for accounting: Excel 2010 custom edition* (1st ed.). Boston, MA: McGraw-Hill.

Estes, J., & Savich, R. S. (2011). A Comparison of Financial Analysis Software for Use in Financial Planning for Small Businesses. *Journal of Financial Service Professionals*, 65(2), 48-55.

Moorthy, M. K, Ong O. V., Samsuri, C. A. S. B., Gopalan, M., & King-Tak, Y. (2012) Application of Information Technology in Management Accounting Decision Making. *International Journal of Academic Research in Business & Social Sciences*, 2(3), 1-16.

Yacht, C. (2013). *Computer accounting with peachtree by sage complete accounting 2012* (16th ed.). Boston, MA: McGraw-Hill

Course Learning Outcomes

1. Create and update spreadsheets with Microsoft Excel.
2. Discuss how automated accounting software can help management make better informed business decisions.
3. Use advanced features of Microsoft Excel to solve business problems.
4. Organize information between Word and Excel to communicate to internal and external users.
5. Create and maintain accounting records with Peachtree.
6. Generate financial reports for most small- to medium-sized businesses with Peachtree.
7. Organize information between Peachtree and Excel to communicate to internal and external users.
8. Convert a manual-based accounting system to Peachtree.
9. Complete quarter-end / end-of-year accounting activities in Peachtree.
10. Use technology and information resources to research issues in microcomputer applications for accountants.
11. Write clearly and concisely about microcomputer applications for accountants using proper writing mechanics.