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


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.
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.