I. COURSE TITLE : Computerized systems applied to accounting
   Code and number : ACCT 3030
   Credits : Three (3)

II. DESCRIPCIÓN

   Application of programs used in the process of accumulation, analysis, interpretation, synthesis and presentation of accounting information.
   Prerequisite: GEIC 1000 y ACCT 2062.

COURSE OBJECTIVES:
To provide the student with a basic understanding of:
1 - How computerized accounting system operate
2 - Describe how to organize and register economic events with a computerized accounting system
3 - How to set up service, merchandising, and manufacturing businesses in the software.
4 - How to use a worksheet program for accounting purposes.
5 - How to use a word processor for accounting purposes.


COURSE OUTLINE:
First part: Electronic worksheets
1. Exercises using the most common commands an electronic worksheet
2. First and second month business payroll
3. Sales forecasts
4. Expenses forecasts
5. Cash budget for the first six months of operations
Second Part: Data processing
1. Practice exercises utilizing the most common word processor commands
   These exercises include writing:
   a. Memorandum
   b. Resumes
   c. Reports

Part 3: Using the Peachtree accounting program

   Basic computer operation
   Creating a sample company using Peachtree Complete
   Creating a backup for transactions

2. Creating and editing vendor records Transactions with vendors
3. Creating and editing customer records Transactions with customers
4. Establishing and maintaining employee records.
5. General ledger and Inventory
6. Job Cost
7. Financial statements
8. Time and billing
9. Maintaining accounting records for service businesses

10. Completing the accounting cycle and closing the fiscal year

11. Accounts Payable

12. Accounts receivable

13. Merchandising inventory

14. Payroll

15. Customizing forms

16. Import and export operations

17. Using Peachtree complete with Microsoft Excel and Word.

18. Mail merge and Peachtree online

Course outline prepared by Dr. Enrique Martinez.
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