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ACC 230T.01: Computerized Accounting Systems

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**The University of Montana - Missoula
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

Course Title:	Computerized Acct Systems	Course Number: ACC 230T
Instructor:	Tim Olson	Credits: 2
Office Hours:	MW 10:00 – 11:00 and by appt.	Office: AD 11H
Office Phone:	243-7862	Date: Autumn 2005
Email:	Timothy.Olson@umontana.edu	

PREREQUISITES: CRT101 or CRT103T, ACC131T or ACC132T

COURSE DESCRIPTION: With previous knowledge and skill related to double-entry accounting, payroll taxes and manual preparation of financial reports, students use a common accounting software package to accomplish similar tasks electronically.

COURSE OBJECTIVES: Upon completion of this course, the student will be able to use a common accounting software package to:

1. Set up a new business, including design and set-up of chart of accounts.
2. Enter beginning account balances.
3. Enter transactions accurately.
4. Edit and delete transactions.
5. Produce financial reports.
6. Close an accounting period.
7. Maintain an audit trail.
8. Obtain general accounting software knowledge.

FAC PAC: Denny's Copy Stop, 2330 S. Higgins Avenue – 728-3363

ATTENDANCE: You are expected to come to class. We will work on the software, do exercises, and discuss features of Peachtree during class time. Use time outside class to practice on what we discuss in class.

EVALUATION: Quiz, projects, and final project are assigned the following points. Total points earned will be divided by the total points available to determine your grade.

Quiz	Accounting Review	50
7 Projects @ 50 pts each	To be announced	350
Comprehensive Final Project	Entire Course	100
Total		500

This syllabus is subject to change.

GRADING SCALE

92 - 100%	A
84 - 91%	B
76 - 83%	C
70 - 75%	D
Below 70	F