Fall 9-1-2005

ACC 230T.01: Computerized Accounting Systems

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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.
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.

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<tbody>
<tr>
<td>Quiz</td>
<td>Accounting Review</td>
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<tr>
<td>7 Projects @ 50 pts each</td>
<td>To be announced</td>
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<td>Comprehensive Final Project</td>
<td>Entire Course</td>
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This syllabus is subject to change.

GRADING SCALE

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