

Computerized Accounting

Course Title	Computerized Accounting				
Course Code	TAAC – 250				
Course Type	This course serves as both Elective and Requirement, according to the program.				
	Business Diploma/Bachelor All Programs		Business Elective General Elective		
Level	Bachelor (1 st Cycle)				
Year / Semester	Year 2, A' Semester				
Teacher's Name	TBA				
ECTS	6	Lectures / week		Laboratories / week	3
Course Purpose and Objectives	The course will give to students a basic understanding of how computerized accounting works, from navigating through to creating and amending various records. The students will be exposed to the day-to-day core operations like processing invoices, credit notes and payments, managing the sales ledger, as well as to the processes and procedures of month end, year end, credit control, VAT return, depreciation and integrated reporting using Microsoft Excel. Finally the course will cover everything students need to know about stock control.				
Learning Outcomes	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Attain a comprehensive skill set with Sage 50 Accounts Bookkeeping Software. 2. Generate comparative balance sheet reports for profit and loss. 3. Create new company files and correctly set up the relevant company items such as departments 4. Enter customer and supplier accounts and perform bank reconciliation letters. 5. Record additional business transactions such as bank or cash transaction. 6. Demonstrate an understanding of the purchase and sales order cycle and perform stock takes and process stock adjustments. 				
Prerequisites	TACC – 100 Introduction to Accounting I	Required			

Course Content	<ol style="list-style-type: none"> 1. Introduce Sage 50 Accounts Bookkeeping software 2. Create and customize the chart of accounts for the profit and loss and balance sheet reports 3. Enter budget information and create departments as well as customer and supplier accounts 4. Enter batch supplier invoices, credit notes and payments 5. Post customer receipts and manage the sales ledger 6. Enter bank and cash transactions, process bank recurring entries and post and correct journal entries 7. Perform a bank reconciliation and credit control reports 8. Deal with late payments, bad debts and depreciation 9. Understand the profit and loss, balance sheet and budget reports 10. Produce, check, submit a VAT Return and prepare for and run the year end 11. Plan and maintain a stock system 12. Understand the purchase and sales order cycle and perform stock takes and process stock adjustments 13. Use the bill of materials and produce product invoices and credit notes 14. Introduction to report designer 								
Teaching Methodology	The course is delivered through lectures, demonstrations, software practice sessions and group discussions.								
Mode of delivery	Face to face.								
Bibliography	<p>Required</p> <ol style="list-style-type: none"> 1. Sage, (2009). <i>Getting Started with Sage 50 Accounts</i>, Sage (UK) Limited. 2. Sage, (2009). <i>Sage 50 Accounts Stage 1, 2 and 3</i>, Sage (UK) Limited. 								
Assessment	<p>The following assessment methods are employed to assess this course:</p> <table border="1" data-bbox="550 1503 1401 1760"> <tr> <td>30 – 50 %</td> <td>Final Exam</td> </tr> <tr> <td>20 – 40 %</td> <td>Mid –Term / Tests / Quizzes</td> </tr> <tr> <td>10 – 30 %</td> <td>Assignments / Projects</td> </tr> <tr> <td>0 – 10 %</td> <td>Class Attendance & Participation</td> </tr> </table>	30 – 50 %	Final Exam	20 – 40 %	Mid –Term / Tests / Quizzes	10 – 30 %	Assignments / Projects	0 – 10 %	Class Attendance & Participation
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Language	English								