

## OUTCOMES BASED LEARNING MATRIX

**Course: ACCT303 – PEACHTREE ACCOUNTING**

**Department: Business Administration**

This course presents a realistic exposure to Peachtree Accounting, a commercial general ledger software package. A real business environment is simulated through the use of source documents to illustrate actual business transactions. Topics include a company ledger setup for both retail and service type organizations, general journal entries, invoicing, customer statements, and receiving payments. Purchasing and vendor payments along with the entire payroll cycle are covered. Advanced topics of inventory control, job costing, and budgeting may be included. Prerequisites: ENGL092 Preparing for College Reading II, ENGL099 Introductory Writing, and MATH010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

Core Competencies for outcomes activities and assessment tools: Critical and Creative Thinking (CCT); Information Literacy (IL); Oral Communication (OC); Quantitative Literacy (QL); Written Communication (WC); Civic Engagement (CE); Global Learning (GL); Integrative Learning (IG).

COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
The student will have a working knowledge in using a commercial accounting general ledger package for sole proprietors of a service industry.	Open a general ledger for a service firm in the computer lab using Peachtree. (WC, QL, IL) Record billing of a service and payment from customers. (WC, QL, IL) Prepare financial statements. (WC, QL, IL)	In class activities collected weekly. Exam in the lab using Peachtree. (WC, QL, IL)
The student will be exposed to the retail accounting activities of Peachtree.	Open separate inventory cards for each item in stock. (WC, QL, IL) Prepare Purchase Orders and convert them into Vendor invoices. (WC, QL, IL) Prepare Sales Orders and convert them into customer Sales Invoices. (WC, QL, IL) Prepare financial statements for a retail business. (WC, QL, IL)	In class activities collected weekly. Exam in the lab using Peachtree. (WC, QL, IL)
The student will be able to use Peachtree in a Job Order type industry using time cards and payroll.	Open a separate Job Sheet for each new client. (WC, QL, IL) Record sales and apply inventory and labor to the job sheets. (WC, QL, IL)	In class activities collected weekly. Exam in the lab using Peachtree. (WC, QL, IL)

	Record a weekly payroll using the information accumulated on the time sheets. (WC, QL, IL) Prepare financial statements for a Job Order business. (WC, QL, IL)	
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