Republic of Iraq
The Ministry of Higher Education and
Scintific Resrearch
Supervision and Scientific Evaluation Body

College : Shatt Al Arab
University College
Department : accounting
Stage:second
Lecturer Name :Taif Yassen
Taha
Academic Status :docoter

Course Weekly Outline

Course Lecturer	Taif Yassen Taha			
e-mail	Taif20100@yahoo.com			
Title	Accounting Application In Computer			
Course Coordinator	**First course**			
Course Objective	**The course aims to train the student on some basic computer skills that he may need when practicing accounting in practice. The course focuses on the practical aspects of office computer applications for accountants and benefiting from them in a way that facilitates the accountant's work in commercial, industrial and service establishments.**			
Course Description	**Developing the student's skills using Excel applications and other programs in financial accounting, cost accounting, and management accounting.**			
Textbook	**A book on using Excel in financial and administrative sciences**			
References				
Course Assessment	**Term Exam**	**Project**	**Quizzes and Attendance**	**Final Exam**
	15	**10**	**15**	**60**

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Week	Date	Topics Covered	Number of Hours	otes
first		Basic concepts about Excel and its applications		
second		Learn about financial, statistical, and mathematical functions according to Excel		
third		Precedence of mathematical operations according to Excel		
fourth		Common errors according to Excel		
fifth		Use Excel to calculate sales commission, trial balance, and financial statements		
Sixth			Practical exercises on the computer	
seventh		Using financial functions according to Excel to calculate the annual extinction	Practical exercises using the computer	
eighth		Preparing a work sheet using the Excel program consisting of (6) columns, adjusted trial balance, income statement, and balance sheet.	Practical exercises using the computer	
ninth		Preparing an adjusted trial balance (record adjustments) with the financial statements (income statement and balance sheet)	Practical exercises using the computer	
The tenth		prepare a work sheet of (10) columns	Practical exercises using the computer	
eleventh		Using Excel for accounting work		
twelveth		Preparing financial records (general daily, ledger, trial balance, financial statements) according to the Excel program)		
Thirteenth		Preparing financial records (general daily, general ledger, trial balance, financial statements) according to the Excel program)	Practical applications for preparing electronic accounting records	

fourteenth			**Practical applications for preparing electronic accounting records**	
Fifteenth		**Using financial functions to evaluate investment projects**	**Practical applications using computers**	

Lecturer signature
Dr. Taif.y.taha

Head of Department Signature