




### Course Weekly Outline

Course Lecturer	Hussein Fouad Abbas			
e-mail	hussein.f.abbas@sa-uc.edu.iq			
Title	Accounting Application In Computer			
Course Coordinator	Second 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



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	

  
 أ.م.د عبدالكريم عبدالقوي عودة  
 رئيس القسم



  
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