# 5.117 BBM 450: PRACTICAL ACCOUNTING DATA PROCESSING Credit Hours: 3Hrs

**Course Purpose**

To introduce students to methods for finding, transferring and processing existing data sources. The course emphasizes practical approaches to pre-statistical data processing and analysis with statistical software on a PC with a MS Windows operating system, work very similarly.

**Course Learning Outcomes**

1. Convert a raw data set to an analytic data set.
2. Manipulate variety of existing data resources potentially useful in accounting systems
3. Use existing data conversion in software.
4. Utilize complex sampling and data processing designs.

**Course Content**

* Introduction to accounting information processing concepts.
* Accounting information systems development and management.
* Raising vouchers.
* Application of information systems in accounting reports.
* Accounting software and end-user software.
* Practical with Ms Excel for non-profit sector accounting (USAID, EU).
* Practical with latest Accounting packages, Quick books.
* Advanced technologies in AIS.

**Teaching Methodology**

The course will be conducted using lectures, cases studies, computer lab exercise group presentations.

**Instructional Material and Equipment**

Audio-visuals devices, computers/internet services, journals, newspapers, chalk/pens and white boards, flip charts and learning centers.

**Course Assessment**

Continuous Assessments Tests 20%

Work Based Assessment 10%

Final Examination 70%

Total 100%

**Course Textbook and Journal**

Laudon and Laudon (2007 ). Essentials of Management Information Systems. London: Prentice Hall

**Recommended Textbooks and Journal for Further Reading**

Michael Sipser **(**2005). Introduction to the Theory of Computation; Course Technology (2nd ed).

Raghu Ramakrishnan and [Johannes Gehrke](http://www.amazon.com/Johannes-Gehrke/e/B001HCU55K/ref=ntt_athr_dp_pel_2) (2002) Database Management Systems (3rd ed). London: McGraw-Hill