

## COURSE CONTENTS

### **COURSE**

<b>Course Code:</b>	ACC 129
<b>Course Title:</b>	Accounting Laboratory/Workshop I (1 UNIT)
<b>Course Status:</b>	Compulsory
<b>Course Duration:</b>	Two hours per week for 15 weeks (30 hours)

### **Lecturer Data**

Name of the lecturer:	Mr. OLADIPO Olufemi Adebayo (ACA)
Qualifications obtained:	B.Sc (Accounting), M.Sc (Accountancy), ACA, ACFE.
Department:	Accounting & Finance
College:	Business and Social Sciences (CBS)
Programme:	B.Sc Accounting
E-mail:	oladipo.olufemi@lmu.edu.ng
Office Location:	Room A113, New College Building, Intercom no- 4220.
Consultation Hours:	Wednesdays 8:00 to 10:00 am Fridays 10:00 am to 1:00 pm

<b>SEMESTER:</b>	Omega
<b>LECTURE TIME:</b>	Wednesdays, 2 – 4pm.
<b>VENUE:</b>	Computer Laboratory.

### **BRIEF OVERVIEW OF COURSE**

This course tends to introduce and expose the students to the practical aspect of the subject involving computation, preparation and application of computer in preparing financial transactions. It will also expose the students to related accounting software packages like Microsoft Excel, Peachtree etc. Students will be allowed access to computer preparation and presentation of financial statements and records. The objective of the course is to use Information and Communication Technology in solving problems and preparation of financial report. It will also give students thorough understanding of the following:

- Sales Ledger & Purchases Ledger.
- Preparation of Payroll Schedule.
- Keeping of accurate financial records
- Preparing financial reports.

## COURSE OBJECTIVES/GOALS

At the end of this course, the students should be able to understand:

- Definition of Computer and Types of Computer.
- Functions of Computer.
- Computer Hardware and Software.
- Application Software.
- Using Microsoft Excel to prepare Payroll.
- Management of data, create visually persuasive charts and graphs.
- Using Microsoft Excel to create an expense report, build formulas.
- Printing of Documents.

## METHOD OF LECTURE DELIVERING AND TEACHING AIDS

1. One hour of lecture and one hour of tutorial per week.
2. Lecturing will be complemented with both theory and practical aspect.
3. Lecturing to be aided by Audio Visual where and when necessary.

## COURSE OUTLINES

S/N	TOPICS
Week 1 & 2	<b>Introduction to Computer System:</b> <ul style="list-style-type: none"><li>• Definition of Computer.</li><li>• Types of Computer.</li><li>• Functions of Computer.</li><li>• Purpose of Computer.</li><li>• Characteristics of Computer.</li></ul>
Week 3 & 4	<b>Computer Hardware and Software:</b> <ul style="list-style-type: none"><li>• Definitions of Computer Hardware and Software.</li><li>• Types of Computer software.</li><li>• System Software e.g Window 7, Windows Vista.</li><li>• Application Software e.g Microsoft Excel, Peach Tree Accounting Packages.</li></ul>
Week 5	<b>Types of Application of Software:</b> <ul style="list-style-type: none"><li>• User defined or Customised Application Software.</li><li>• Advantages of Application Software.</li><li>• Disadvantages of Application Software.</li><li>• Practical Session.</li></ul>

Week 6,7 & 8	<b>Computerised Accounting System:</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Factors to be considered in developing a computerised accounting system.</li> <li>• Using Microsoft Excel to prepare Payroll Schedule.</li> <li>• Formatting Cells in Microsoft Excel (Rows and Columns).</li> <li>• Overview of International Financial Reporting Standards (IFRS) in the computerised accounting system.</li> <li>• Practical Session.</li> </ul>
Week 9 & 10	<b>Revision and MID SEMESTER TEST</b>
Week 11 & 12	<b>Chart Design on Microsoft Excel:</b> <ul style="list-style-type: none"> <li>• Working with Charts.</li> <li>• Chart Design.</li> <li>• Creating Chart and Change Chart Type.</li> <li>• Practical Session.</li> </ul>
Week 13 & 14	<b>The Coding System:</b> <ul style="list-style-type: none"> <li>• Introduction.</li> <li>• Coding System in Accounting.</li> <li>• Advantages of Coding System in Accounting.</li> <li>• Practical Session.</li> </ul>
Week 15	<b>General Revision and preparation for the Omega Semester Exam.</b>

### **Practical Session**

Practical session will be immediately after each topic in the Computer Laboratory. Students will be given practical questions to solve using computer system and solution to the questions would be review together with the lecturer.

### **STRUCTURE OF PROGRAMME/METHOD OF GRADING:**

Continuous Assessment (CA) ..... 30%

This would comprises of both Test and Assignment

Examination ..... 70%

**TOTAL**

**100%**

**Ground Rules and Regulations:**

Organising the class before lecture and saying opening & closing prayer before and after the lecture. Every class is expected to be an interactive one. Therefore, students are expected to be punctual and attend lectures, participate actively in class and Practical Session, read recommended texts and lecture materials, do all assignments and tests as given.

**ALIGNMENT WITH GOALS AND VISION OF LANDMARK UNIVERSITY:**

To impact the knowledge of computer application in accounting practically into our students to break new grounds in the field.

To also make them to be solution providers through qualitative and life- applicable training system that focuses on value and creative knowledge.

**CONTEMPORARY ISSUES/INDUSTRY RELEVANCE**

The computer application is now the new knowledge in vogue by making use of the Accounting Packages in the accounting field. The relevance of this course in the industry is that it is a pre-requisite for employment opportunities in the field.

**Recommended Texts:**

1. Microsoft Excel Tutorial, by Microsoft Office Excel 2007.
2. KITSO, Aptech Worldwide (2001).
3. Sage 50 Accounting Package Training guide.
4. Computerised Accounting System: A practical guide by Oladipo Olufemi (2015),  
Published by Rakson Nigeria Limited.