

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON.

COURSE OUTLINE

COURSE TITLE: AUTOMATED ACCOUNTING

CODE NO: ACC300

SEMESTER 3


PROGRAM: OFFICE ADMINISTRATION

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DATE: SEPTEMBER 1998
1997

PREVIOUS OUTLINE DATED: SEPTEMBER

APPROVED:


JOE FRUCHTER, DEAN, SCHOOL OF
BUSINESS AND HOSPITALITY

DATE

980504

TOTAL CREDITS: 4

PREREQUISITE: ACC117

LENGTH OF COURSE: 3 Hours/Week for 16 weeks

I COURSE DESCRIPTION

This course is designed for the Office Administration student who has a prior basic understanding of manual accounting principles and procedures including special journals and subsidiary ledgers. The course will review these basics with the view of converting this knowledge into practices to learn how to maintain a set of books using a popular computerized accounting package in a WINDOWS environment.

II LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE

Upon successful completion of the course the student will demonstrate the ability to:

1. Relate to accounting theory with emphasis on how a computerized system can be used to increase operational efficiencies.

Elements of the Performance

- recognize the major account types and the accounting equation
- demonstrate the rules of debit and credit
- analyze and prepare journal entries
- prepare a trial balance
- prepare a balance sheet and an income statement
- Differentiate between transactions requiring further processing to subsidiary ledger and those that do not.
- Maintain and balance both an Accounts Receivable and Accounts Payable subsidiary ledger on a manual system.

This learning outcome will constitute 20 % of the course's grade.

2. Demonstrate an understanding of the layout of a popular automated accounting package (SIMPLY ACCOUNTING) for use in small and medium size organizations.

Elements of the Performance:

- become familiar with Simply Accounting terminology
- explain the dates used and their significance
- explore the main window and top menu and icons
- identify various ledgers and journal icons
- display the balance sheet and the income statement
- enter data in the general journal
- post to the general ledger
- display posted entries for a range of dates
- save the work on a disk
- backup the data disk

This learning outcome will constitute 15 % of the course's grade.

3. Develop proficiency in using SIMPLY ACCOUNTING major modules GL, AR, AP, and PR in a WINDOW'S operating environment.

Elements of the Performance

- review customer/vendor beginning balances
- entering a variety of customer/vendor transactions
- advance the using date
- entering new customers/vendors
- correcting errors
- printing customer invoices/statements
- printing period end reports
- identify and properly account for GST & PST transactions
- enter employee transactions
- enter new employees
- correcting errors in payroll
- print payroll reports and T4 slips

This learning outcome will constitute 50 % of the course's grade.

4. Be prepared to accept the challenge of assuming responsibility for some accounting duties related to part of their role in the office setting.

Elements of the Performance

- entering a variety of transactions for the various modules using source documents commonly found in business.

This learning outcome will constitute 15 % of the course's grade.

III TOPIC TO BE COVERED

1. Review of general accounting practices and procedures
2. The Accounting Cycle
3. The rules of debit and credit
4. The income and the balance sheet
5. Special journals and subsidiary ledgers
6. Overview of SIMPLY ACCOUNTING 5.0 for WINDOWS
7. Working with the system using written material
8. Working within the system using source documents

IV REQUIRED RESOURCES/TEST/MATERIALS

Text: Learning Simply Accounting 5.0 for Windows, 2nd edition
Freedman, McLachlin, Godier

Supplies: 4 3 ½ computer disks

V EVALUTION PROCESS/GRADING SYSTEM

The final grade will be based on term assignment work and 2 two-hour tests as follows:

Test #1		30%
Test #2	35%	
Lab Assignments		40%

A final exam will be made available at the end of the semester for those that have missed or failed one of the term tests. The student must have completed all assignments and attend classes regularly in order to be eligible to write this exam.

Grades will be as follows:

A+	90 - 100 %
A	80 - 89 %
B	70 - 79%
C	60 - 69 %
R	Under 59%