SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: AUTOMATED ACCOUNTING

CODE NO. : ACC300   **SEMESTER:** 13S

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE

AUTHOR: Department

DATE: June 2015   **PREVIOUS OUTLINE DATED:** June 2014

APPROVED: "Colin Kirkwood"   June 6/15

          _____   _____

                      DEAN   **DATE**

TOTAL CREDITS: FOUR

PREREQUISITE(S): ACC126

HOURS/WEEK: 5 HOURS/7 WEEKS

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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 THE PERFORMANCE:

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

1.   Identify and use many of the menu and toolbar options of the Simply Accounting Window, particularly as related to the General Ledger and related statements.

   Potential Elements of the Performance:
   - recognize and prepare source documents for accounting
   - analyze and prepare posting to General Ledger
   - prepare a trial balance
   - prepare a balance sheet and an income statement
   - become familiar with Simply Accounting terminology
   - explain the dates used and their significance
   - explore the main window and home menu and icons
   - differentiate between transactions requiring further processing to subsidiary ledger and those that do not.

   This learning outcome will constitute 25 % of the course's grade.

2.   Develop proficiency in using SIMPLY ACCOUNTING major modules G/L, A/R, A/P in a WINDOWS operating environment.

   Potential Elements of the Performance:
   - review customer/vendor beginning balances
   - enter a variety of customer/vendor transactions
   - advance the using date
   - enter new customers/vendors
   - correct errors
   - print customer invoices/statements
   - print period end reports
   - identify and properly account for HST transactions

   This learning outcome will constitute 35 % of the course's grade.

3. Utilize additional ledgers including Payroll, Inventory, and Projects
   - enter purchase and sales transactions affecting inventory
   - print reports of inventory status and activity
   - enter employee transactions
   - enter new employees
   - correct errors in payroll
   - print payroll reports
   - activate additional modules for an existing company
   - record transactions including Inventory
   - produce reports on status of inventory
   - set up the Projects module to allow tracking of profits by department or job
   - allocate income and expenses to the various projects

This learning outcome will constitute 25 % 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.

   Potential Elements of the Performance:
   - enter a variety of transactions for the various modules using source documents commonly found in business
   - make corrections to entries previously recorded
   - set up and use the recurring entry feature
   - utilize the Daily Business Manager

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

III. **TOPICS:**

1. Review of general accounting practices and procedures
2. The Accounting Cycle
3. Overview of SIMPLY ACCOUNTING
4. The income and the balance sheet
5. General journal
6. Special journals and subsidiary ledgers
7. Working with the system using written material
8. Working within the system using source documents
9. Generate necessary business reports
10. Locate and correct errors
11. Maintain adequate backup and notations

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Learning Sage 50 Accounting (Premium 2013) by Freedman & Smith
Thomson Nelson publishing

USB storage device minimum 2 gig for data files

V.   EVALUATION PROCESS/GRADING SYSTEM:

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

Test #1	35%
Test #2	40%
Lab Assignments	25%

Supplemental Exam will be made available at the end of the semester for
those that have missed or failed **one** of the term tests and failed the
course. The student must have completed all assignments and attended a
minimum of 75% of classes in order to be eligible to write this exam.
The following semester grades will be assigned to students in post
secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty	

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VI.   SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Chair

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 80 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

Tests will **not** be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file until three weeks after the end of the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

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Course Name   Code No.

Producing neat, accurate work is fundamental to this course. Marks will be deducted for inaccuracies or untidiness.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.