COURSE OUTLINE

ACC300

Prepared: School of Business   Approved: Sherri Smith
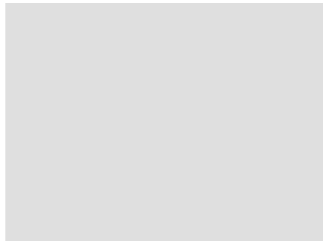
Course Code: Title	ACC300: AUTOMATED ACCOUNTING
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semester/Term:	18S
Course Description:	Students will review basic bookkeeping theory and principles in order to complete data entry and application in Simply Accounting. Students will set up and work through business simulations. The process will include utilizing the general, payable, receivable, inventory, and project modules.
Total Credits:	4
Hours/Week:	5
Total Hours:	35
Prerequisites:	ACC126
Substitutes:	ACC116, BUS142, OEL198
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	#1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. #2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. #3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. #5. Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records. #6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software. #7. Prepare and produce a variety of business documents using available technologies and applying industry standards. #9. Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #2. Respond to written, spoken, or visual messages in a manner that ensures effective

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	communication. #3. Execute mathematical operations accurately. #4. Apply a systematic approach to solve problems. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #7. Analyze, evaluate, and apply relevant information from a variety of sources. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Evaluation Process and Grading System:	

Evaluation Type	Evaluation Weight
Assignments	25%
Test #1	35%
Test #2	40%

Books and Required Resources:	Learning Sage 50 Accounting (Premium 2013) by Freedman & Smith Publisher: Thomson Nelson Publishing USB storage device minimum 2 gig for data files
Course Outcomes and Learning Objectives:	**Course Outcome 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. **Learning Objectives 1.** • 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

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those that do not

Course Outcome 2.

Develop proficiency in using Simply Accounting major modules G/L, A/R, A/P in a Windows operating environment.

Learning Objectives 2.

- 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

Course Outcome 3.

Utilize additional ledgers including Payroll, Inventory, and Projects.

Learning Objectives 3.

- 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

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Course Outcome 4.

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

Learning Objectives 4.

• 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

Date: Tuesday, October 3, 2017

Please refer to the course outline addendum on the Learning Management System for further information.