

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

ACCOUNTING THEORY AND APPLICATION ON
THE MICROCOMPUTER

Course Outline:

ICA 400

Code No.

EXECUTIVE OFFICE ADMINISTRATION

Program:

FOUR

Semester:

JANUARY 1990

Date:

Previous Outline

Dated:

JANUARY 1989

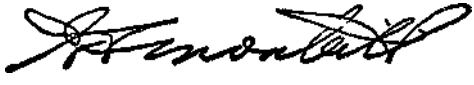
GRANT DUNLOP


Author;

New:

Revision:

APPROVED:


Dean, School of Business and
Hospitality


Date ^e **u**

PHILOSOPHY/GOALS

Accounting Theory and Manual Application

1. Students will understand the purpose of accounting
2. Students will understand the basic accounting statements and their purposes
3. Students will understand and be able to work with the basic books and records used in both service and merchandising businesses
4. Students will become familiar with the "Accounting Cycle"

Computer Application

Students will be introduced to computerized accounting functions including general ledger, accounts receivable and accounts payable. Throughout the course students will receive hands-on experience with computer programs. Students will also have access to a financial spreadsheet program for organizing accounting information more effectively.

Methods of Assessment (Grading)

During the semester students will write 3 one hour tests. Each test will represent 20% of the final grade. There will be no rewrite of these tests.

During the semester, students will complete a number of projects and assignments which will represent 40% of the final grade.

At the conclusion of the semester, a two hour final examination will be held. This examination will be for students that have failed or missed one or more regular term tests, provided all projects and assignments were completed on time. The mark on this examination will be used in place of the failed/missed test.

Grades will be assigned as follows:

A+	90% - 100%
A	80% - 89%
B	70% - 79%
C	55% - 69%
R	under 55%

**ACCOUNTING THEORY AND APPLICATIONS
ON THE MICROCOMPUTER**

Materials and Supplies

"Accounting for the Modern Office" - Campus Shop
Study Guide and Workbook - Campus Shop
"Automated Accounting for the Microcomputer" - deposit basis
Computer software programs - sign out basis
 1 backup diskette - Campus Shop
 Lotus 1-2-3 - Campus Shop

THE COURSE

WEEK

1 Introduction to Accounting
 Unit 1 - Analyzing Business Transactions
 Introduction to LOTUS 1-2-3 on the Microcomputer

2 - 3 Unit 2 - Setting up Accounts
 Unit 3 - Basic Accounting Records

4 - 5 Unit 4 - The Trial Balance and Worksheet
 Unit 5 - Closing the Books for the Period

ASSIGNMENT - Business Project

TEST #1

6 - 7 Accounting for Cash Receipts
 Accounting for Cash Payments
 General Ledger Accounting on the Microcomputer

8 - 9 Accounting for Sales
 Accounting for Accounts Receivable

10 - 11 **TEST #2**

Unit 11 - Accounting for Purchases
 Accounts Receivable on the Microcomputer

12 - 13 Unit 12 - Accounting for Accounts Payable
 Accounts Payable on the Microcomputer

14 Unit 13 - The Combined Journal

15 **TEST #3**

FINAL ASSIGNMENTS DUE