

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: ACCOUNTING THEORY AND APPLICATION ON  
THE MICROCOMPUTER

Code No.: ICA 400

Program: LEGAL OFFICE ADMINISTRATION

Semester: FOUR

Date: JANUARY 1991

Previous Outline  
Dated: JANUARY 1990

Author: GRANT DUNLOP

New:

Revision:

APPROVED:

  
Jean, School of Business and  
Hospitality

^ Date

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 for a legal office using the PC LAW software package, designed for use in a smaller office. Throughout the course students will receive hands-on experience with the computer program. 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%

Materials and Supplies

"Accounting for the Modern Office" - Campus Shop

Study Guide and Workbook - Campus Shop

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
- 8 - 9 Accounting for Sales  
Accounting for Accounts Receivable  
PC Law Accounting on the Microcomputer

10 - 11 **TEST #2**

Unit 11 - Accounting for Purchases

- 12 - 13 Unit 12 - Accounting for Accounts Payable

- 14 Unit 19 - Accounting for Legal Offices

15 **TEST #3**

FINAL ASSIGNMENTS DUE