SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:	COMPUTERIZED ACCOUNTING APPLICATIONS
Code No.:	ACC116
Program:	ACCOUNTING
Semester:	TWO
Date:	JANUARY, 1997
Previous Outline Date:	JANUARY, 1996
Author:	G. DUNLOP

APPROVED: _____   96 12 23
Dean, School of Business and Hospitality   Date

Total Credits:	4
Prerequisite(s):	EDP121; EDP122; ACC107
Length of Course:	4 HOURS/WEEK FOR 16 WEEKS

I.   COURSE DESCRIPTION:

This course provides students with the opportunity to take their manual bookkeeping/accounting skills into the computer environment. They have the opportunity to set up a company's books on the computer using computerized accounting software packages. This process commences with the conversion of a manual set of books to the computerized system then proceeds through the daily operations of the computerized system to conclude with period ending procedures and financial statements.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course the participant will be able to:

1. Demonstrate a working ability to convert a manual set of books to the computer using a computerized accounting package.

II.   ELEMENTS OF THE PERFORMANCE:
     (Continued)

1.0 SIMPLY ACCOUNTING SYSTEM.

1.1 Explain advantages of computerizing the accounting system.

1.2 Describe the basic features of Simply Accounting and its modules.

1.3 Start the program and access the data files.

1.4 Customize the Simply Accounting System.

1.5 Develop a backup system for the data files.

1.6 Enter data for an established computerized system.

1.7 SETTING UP A COMPANY

1.8 Set up the sat files for a new company.

1.9 Enter company information.

1.10 Create a chart of accounts using the default chart of accounts.

1.11 Add, modify and delete accounts.

1.12 Enter the opening balances from the trial balance.

1.13 Display the trial balance on the monitor.

1.14 Set the integration accounts.

1.15 Print the financial statements.

2. Demonstrate the working ability to operate the computerized accounting software package in the areas of G/L, A/R, A/P, and Inv./Payroll on a daily basis.

Elements of the Performance:
2.2.0 DAILY OPERATIONS.
2.2.1 Create and enter adjusting entries.
2.2.2 Operate the Accounts Receivable module.
2.2.3 Set up the module.
2.2.4 Add, modify and delete customers.
2.2.5 Enter opening balances for vendors
2.2.6 Enter current transactions for purchases and payments.

2.3.0 Operate the Accounts Payable module.
2.3.1 Set up the module.
2.3.2 Add, modify and delete vendors.
2.3.3 Enter opening balances for vendors.
2.3.4 Enter current transactions for purchases and payments.

2.4.0 Operate the Inventory module.
2.4.1 Set up the module.
2.4.2 Add, modify and delete inventory item names.
2.4.3 Enter opening balances for inventory.
2.4.4 Understand control of inventory through A/R and A/P modules.
2.4.5 Adjust inventory balances.

2.5.0 Operate the Payroll module.
2.5.1 Set up the module.
2.5.2 Add, modify and delete employees.
2.5.3 Enter opening balances for employees.
2.5.4 Enter employee pay data.

3. Demonstrate the working ability to process period ending and financial statement operations using the computerized accounting software package.

Elements of the Performance:

3.0 PERIOD ENDING PROCEDURES.
3.1 Make month/year end adjustments.
3.2 Print month/year end reports.
3.3 Understanding of the audit trail.

4. Demonstrate the working ability to set up a company and perform daily transaction processing using the ACCPAC Plus Accounting System.

Elements of the Performance:

4.0 ACCPAC PLUS GENERAL LEDGER
4.1 How the General Ledger works.
4.2 Define and set up the company profile.
4.3 Define and set up the departments and source codes.
4.4 Create the Chart of Accounts.
4.5 Print the Chart of Accounts.
4.6 Define and create account groups.
4.7 Setting up opening balances.
4.8 Processing a Batch.
4.9 Backing up the Batch.
4.10 Posting a Batch.
4.11 Printing the Batch, Journals and Trial Balance.
4.12 Month end procedures.

III.   TOPICS TO BE COVERED:

1. Simply Accounting System.

2.   Setting up a company.

3.   Daily operations.

4. Period ending procedures.

5. Repeat of 2 through 4 using AccPac Plus Accounting System.

IV.   REQUIRED SOURCES/TEXT MATERIALS:

Text: Using Simply Accounting for Windows by P. Fuhrman, F. Buck and Prentice Hall

Supplies: (4) 3 ½ " computer disks (high density)

V.   EVALUATION PROCESS/GRADING SYSTEM:

A) Grading: A+   90-100%

                                A   80-89%

                                B   70-79%

                                C   60-69%

                                R   below 60% - Repeat the course

B) Testing: All students will be required to complete TWO tests during the course of the term. The total weighting of the two tests will represent 70% of the final term grade.

Supplementary Test: This test can be written by a student who fails or misses a test during the regular semester. The grade received will replace the lowest failed test or missed test. This test will cover the complete semester work.

C) Assignments: Assignments will be announced during the term with due dates. These will account for 30% of the final term grade. A penalty of 20% will apply per day that an assignment is overdue.

VI.   SPECIAL NOTES:

Special Needs

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office, Room E2104, Ext. 493, 717, 491, so that support services can be arranged for you.

Plagiarism

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Substitute Course Information: available at Registrar's Office.

The Professor reserves the right to modify the course as deemed necessary.

Attendance is critical to the participant's success in this course.