
Course Name

Code No.**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. Relate to accounting theory with emphasis on how a computerized system can be used to increase operational efficiencies.

Potential Elements of the Performance:

- recognize the major account types and the accounting equation
- demonstrate the rules of debit and credit
- analyze and prepare journal entries
- prepare a trial balance
- prepare a balance sheet and an income statement
- Differentiate between transactions requiring further processing to subsidiary ledger and those that do not.
- Maintain and balance both an Accounts Receivable and Accounts Payable subsidiary ledger on a manual system.

This learning outcome will constitute 20 % of the course's grade.

2. Demonstrate an understanding of the layout of a popular automated accounting package (SIMPLY ACCOUNTING) for use in small and medium size organizations.

Potential Elements of the Performance:

- become familiar with Simply Accounting terminology
- explain the dates used and their significance
- explore the main window and home menu and icons
- identify various ledgers and journal icons
- display the balance sheet and the income statement
- enter data in the general journal
- post to the general ledger
- display posted entries for a range of dates
- save the work on a disk
- backup the data disk

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

Course Name

Code No.

3. Develop proficiency in using SIMPLY ACCOUNTING major modules GL, AR, AP, and PR in a WINDOW'S operating environment.

Potential Elements of the Performance:

- review customer/vendor beginning balances
- entering a variety of customer/vendor transactions
- advance the using date
- entering new customers/vendors
- correcting errors
- printing customer invoices/statements
- printing period end reports
- identify and properly account for GST & PST transactions
- enter employee transactions
- enter new employees
- correcting errors in payroll
- print payroll reports and T4 slips

This learning outcome will constitute 50 % 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:

- entering a variety of transactions for the various modules using source documents commonly found in business.

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. The rules of debit and credit
4. The income and the balance sheet
5. Special journals and subsidiary ledgers
6. Overview of SIMPLY ACCOUNTING 7.0 for WINDOWS
7. Working with the system using written material

 Course Name

 Code No.

8. Working within the system using source documents

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Simply Accounting 7.0 - A Simulation Approach

V. EVALUATION PROCESS/GRADING SYSTEM:

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

Test #1	30%
Test #2	30%
Lab Assignments	40%

The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or 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. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual - Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI. SPECIAL NOTES:

Course Name

Code No.

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

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.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

A final exam will be made available at the end of the semester for those that have missed or failed one of the term tests. The student must have completed all assignments and attend classes regularly in order to be eligible to write this exam.

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.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

Course Name

Code No.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.