

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ON**



**COURSE OUTLINE**

**COURSE TITLE: COMPUTERIZED ACCOUNTING APPLICATIONS**

**CODE NO.: ACC116**

**SEMESTER 2**

**PROGRAM: ACCOUNTING**

**AUTHOR: JOHN MITCHELL**

**DATE: JANUARY, 2004      PREVIOUS OUTLINE DATED: JANUARY, 2003**

**APPROVED: \_\_\_\_\_**

**DEAN**

**DATE**

**TOTAL CREDITS: 4**

**PREREQUISITE(S): EDP126; ACC107**

**LENGTH OF COURSE: 15 WKS.    TOTAL CREDIT HOURS: 60**

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*School of Continuing Education, Business, and Hospitality*

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## **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 understanding the daily operations of the computerized system, the students learn to convert a manual set of books to a computerized system to 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 the working ability to operate a 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:**

#### **Simply Accounting System.**

- Explain advantages of computerizing the accounting system.
- Describe the basic features of Simply Accounting and its modules.
- Start the program and access the data files.
- Customize the Simply Accounting System.
- Develop a backup system for the data files.
- Enter data for an established computerized system.

#### **Daily Operations.**

- Create and enter adjusting entries.

#### **Operate the Accounts Receivable module.**

- Set up the module.
- Add, modify and delete customers.
- Enter opening balances for vendors
- Enter current transactions for purchases and payments.

#### **Operate the Accounts Payable module.**

- Set up the module.
- Add, modify and delete vendors.
- Enter opening balances for vendors.
- Enter current transactions for purchases and payments.

#### **Operate the Inventory module.**

- Set up the module.
- Add, modify and delete inventory item names.
- Enter opening balances for inventory.
- Understand control of inventory through AIR and A/P modules.
- Adjust inventory balances.

**Operate the Payroll module.**

- Set up the module.
- Add, modify and delete employees.
- Enter opening balances for employees.
- Enter employee pay data.

*Learning outcome one (1) will constitute 50% of the course grade.*

2. Demonstrate a working ability to convert an annual set of books to the computer using a computerized accounting package

**ELEMENTS OF THE PERFORMANCE:**

**Setting Up A Company**

- Set up the files for a new company.
- Enter company information.
- Create a chart of accounts using the default chart of accounts.
- Add, modify and delete accounts.
- Enter the opening balances from the trial balance.
- Display the trial balance on the monitor.
- Set the integration accounts.
- Print the financial statements.

*Learning outcome two (2) will constitute 40% of the course grade.*

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

**ELEMENTS OF THE PERFORMANCE:**

**Period Ending Procedures.**

- Make month/year end adjustments.
- Print month/year end reports.
- Present data in both tabular and graphical formats
- Understand and simulate the audit trail.

*Learning outcome three (3) will constitute 10% of the course grade.*

**III. TOPICS TO BE COVERED:**

- A. Simply Accounting System.
- B. Daily operations
- C. Setting up a company.
- D. Period ending procedures

**IV. REQUIRED SOURCES/TEXT MATERIALS:**

Text: *Using Simply Accounting for Windows, Version 8.0* by H. Freedman & J. Toste

Supplies: (4) 3 1/2 " computer disks (high density)

**V. EVALUATION PROCESS/GRADING SYSTEM:**

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

Supplementary Test: A student who fails or misses a test during the regular semester may write this test. The grade received will replace the lowest failed test or missed test. This test will cover the complete semester work.

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 weekday that an assignment is overdue.

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

<b>Grade</b>	<b>Definition</b>	<b>G.P.E.</b>
A+	90-100%	4.00
A	80-89%	4.00
B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	

NR	Grade not reported to Registrar's Office.
W	Student has withdrawn from the course without academic penalty.

## **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 the Special Needs Office. Visit Room E1101 or call Extension 493 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.

### **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/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### **Course Outline Amendments:**

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:**

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

## **VI. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**V111. DIRECT CREDIT TRANSFER:**

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.