SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Computerized Financial Management Applications

CODE NO. : BUS142   **SEMESTER:** 3

PROGRAM: Business; (SME) 2035

AUTHOR: Rosemary LeBlanc

DATE: DEC. 08   **PREVIOUS OUTLINE DATED:** DEC. 07

APPROVED: "Penny Perrier"

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                                          CHAIR   DATE

TOTAL CREDITS: 4

PREREQUISITE(S): ACC107; BUS140

HOURS/WEEK: 3

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I.   **COURSE DESCRIPTION:**
      This course introduces the student to Computerized Financial
      Management Applications used by Managers and Supervisors in the daily
      operational decision-making process. Students will apply their Financial
      Accounting knowledge by learning how to use Computerized Accounting
      Systems to generate Financial data. The student will also learn how to
      import Financial data from a Computerized Accounting System into a
      spreadsheet software program to facilitate the analysis of Financial data.
      Students will be introduced to Trend Analysis, Financial Statement Ratio
      Analysis and the preparation of Budget Forecasts utilizing the spreadsheet
      software capabilities.

II.   **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

      Upon successful completion of this course, the student will demonstrate
      the ability to:

      1.   Open Simply Accounting Data Files

            Potential Elements of the Performance:
            • Install Simply Accounting data files.
            • Copy data files on the hard drive.
            • Remove "Read Only" file attributes from data files.
            • Open data files.
            • Save and backup data files.
            • Create new folders.

      2.   At a basic level, create Simply Accounting company files

            Potential Elements of the Performance:
            • Access the data files for a simulated business.
            • Open the General Journal.
            • Enter transactions in the General Journal
            • Edit and review General Journal transactions.
            • Post transactions.
            • Create new General Ledger Accounts.
            • Display and print General Ledger and General Journal reports.
            • Graph General Ledger reports.
            • Display and print comparative financial reports.
            • Back up the data files.
            • Finish an accounting simulation session.

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3. Prepare transactions using a Simulation Session for a Sales firm.

    Potential Elements of the Performance:
    - Enter transactions in the General, Payables and Receivables Journal.
    - Enter cash and account sale transactions.
    - Enter customer payment transactions.
    - Enter transactions including GST and PST.
    - Enter partial payments made by customers.
    - Add and edit customer accounts.
    - Handle an NSF cheque from a customer.
    - Edit and review journal transactions.
    - Post transactions in the Sales and Receipts journals.
    - Display, print and graph reports and Financial Statements.

4. Understand the Integration of Simply Accounting with other Software and use Simply Accounting data as input into computerized spreadsheets.

    Potential Elements of the Performance:
    - Display the Financial Reports available for a simulated company.
    - Export the Financial Reports to Microsoft Excel Spreadsheet Software.
    - Save a copy of the exported data.
    - Open and convert a Simply Accounting file in Excel.

5. The Goods and Services Tax

    Potential Elements of the Performance:
    - Understand the terms relevant to the federal Goods and Services Tax
    - Apply the different methods of calculating the GST.
    - Understand how to file for remittance or refund.
    - Explain the concept of Harmonized Sales tax and other provincial taxes in relation to GST.

62.   Prepare Goods and Services Tax utilizing common Financial Statement and Ratio Analysis.

Potential Elements of the Performance:
- Construct a worksheet that analyzes the end of period Balance Sheet and Income Statement for a simulated company.
- Prepare the following Ratio Analysis: Liquidity Ratios, Profitability Ratios, Activity Ratios, Debt Ratios, Capital Structure Ratios, Capital market Ratios and Return on Investment Ratios.
- Construct a worksheet that utilizes Common Size Analysis of a Balance Sheet and an Income Statement.
- Construct a worksheet that utilizes Trend Analysis of a Balance Sheet and an Income Statement.

7.   Prepare Financial Statement Forecasting spreadsheets.

Potential Elements of the Performance:
- Using the Percentage of Sales Method, prepare a spreadsheet that forecast an Income Statement for a company.
- Using the results from the Forecasted Income Statement, prepare a forecasted Balance Sheet for the company.

III.   TOPICS:

1.   Simply Accounting data files.
2.   Creating Simply Accounting company files.
3.   An accounting cycle for a Sales company.
4.   The Integration of Simply Accounting Software with Microsoft Excel Spreadsheet Software.
5.   The Goods and Services Tax and Provincial Retails Sales Taxes.
6.   Preparing Financial Statement Ratio Analysis spreadsheets
7.   Preparing Financial Statement Forecasting spreadsheets.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Text : Learning Simply Accounting by Sage Premium 2008.by Freedman & Smith, Thomson Nelson publishers

USB storage device minimum 2 gig for data files

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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 providing they have attended 75% of classes and completed ALL assignments. 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, or part day, that an assignment is overdue.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
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/clinical 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.

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VI.   SPECIAL NOTES:

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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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 postsecondary institutions.

Communication:
The College considers WebCT/LMS as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to you r willingness to take advantage of the Learning Management System communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *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/program, 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 is available in the Registrar's office.

VII.   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.

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.