

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: COMPUTERIZED ACCOUNTING APPLICATIONS

CODE NO.: ACC116 SEMESTER 2

PROGRAM: ACCOUNTING

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DATE: January 2010 PREVIOUS OUTLINE DATED: Dec. 2008

APPROVED: _____ “Penny Perrier” _____ Jan. 4/10

CHAIR

DATE

TOTAL CREDITS: 4

PREREQUISITE(S): BUS140; ACC107

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

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For additional information, please contact Penny Perrier, Chair

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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, Inventory, and 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.

Daily Operations.

- Enter data for an established computerized system.
- Create and enter adjusting entries.

Operate the Accounts Receivable module.

- Set up the module.
- Add, modify and delete customers.
- Enter opening balances for customers
- Enter current transactions for sales and receipts.

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: Learning Simply Accounting by Sage Premium 2009 by Freedman & Smith
Thomson Nelson publishing

USB storage device minimum 2 gig for data files

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.

Assignments: Assignments will be announced during the term with due dates. These will account for 30% of the final term grade. Late assignments will not be accepted, except where the instructor has given the student special permission.

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

Grade	Definition	Grade Point Equivalent
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:

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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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 your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Missed Tests:

Students are expected to be present to write all tests with the class. If a student is unable to write a test because of illness or legitimate emergency, that student must contact the professor prior to the class and provide an explanation, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a grade of zero on the test.

Once the test has commenced the student is considered absent and will not be given the privilege of writing the test until the end of the semester. The late student must see the professor at the end of the class time and provide a suitable explanation to the professor in order to qualify to write at the end of the semester.

In order to qualify to write the missed test, the student shall have:

- a) Attended at least 80% of the classes.
- b) Provided the professor an acceptable explanation for his/her absence.
- c) Been granted permission by the professor.

NOTE: The missed test will be a comprehensive test. Should a student miss a second test the grade will be zero.