

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



## COURSE OUTLINE

<b>COURSE TITLE:</b>	Computerized Financial Management Applications		
<b>CODE NO. :</b>	BUS142	<b>SEMESTER:</b>	3
<b>PROGRAM:</b>	Business; (SME) 2035		
<b>AUTHOR:</b>	Shawna DePlonty, B.A. Econ, M.Ed.		
<b>INSTRUCTOR:</b>	Ann Mullins – ann.mullins@saultcollege.ca		
<b>DATE:</b>	Jan. 2010	<b>PREVIOUS OUTLINE DATED:</b>	DEC. 08
<b>APPROVED:</b>	‘Penny Perrier’		Jan.4/10
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		<b>CHAIR</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	4		
<b>PREREQUISITE(S):</b>	ACC107; BUS140		
<b>HOURS/WEEK:</b>	3		

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*For additional information, please contact Penny Perrier, Chair*  
*School of Continuing Education, Business & Hospitality*  
*(705) 759-2554, Ext. 2754*

**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.

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 End Period Worksheets 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 2009 by Freedman & Smith, Thomson Nelson publishers

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.

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. Late assignments will not be accepted; except in special cases where the instructor has given you special permission.

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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.	

**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.