
Course Name

Code No.**I. COURSE DESCRIPTION:**

This course is designed to allow the accounting major the opportunity to apply Accounting principles and techniques in a simulated business environment using the resources available in the computer labs and the faculty.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Complete the entire accounting cycle for a merchandising concern using a computerized accounting package, including conversion from a manual system, and be prepared to interpret the results of the case study from the completed financial statements.

Potential Elements of the Performance:

- set up company files for GL; AR; AP; Payroll ; Inventory; Projects
- perform the steps in the accounting cycle to the completion of the financial statements
- interpret the results for management purposes
- preparation of student income tax returns with the current software program to completion for filing with Canada Customs and Revenue Agency

2. **ALTERNATIVE :**

The purpose of this course is to expose the student to work which is likely to be encountered in the business environment. Should the student wish to obtain the experience in an actual business setting ,which in the opinion of the faculty is of sufficient depth to meet the objectives of this course and will add value to the community, i.e. a voluntary placement in a “not for profit organization”, the student may opt for this. In this case the student would need to obtain an approval for the placement and write a report at the end of the semester detailing the experience obtained. The case study would not be necessary for those choosing this alternative.

Potential Elements of the Performance:

- as above

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III. TOPICS:

1. Completion of an assigned case study and student income tax returns.
2. Alternative

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Comet Buildings Ltd. accounting practice set

V. EVALUATION PROCESS/GRADING SYSTEM:

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory 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.	

Regular grades are not assigned in this course. A satisfactory performance (S) or unsatisfactory performance (U) will be the

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grade assigned at the conclusion of the course. Students are required to complete and submit the case study for evaluation in order to fulfill the requirements of the course.

VI. SPECIAL NOTES:

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.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.