SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

## COURSE OUTLINE

COURSE TITLE: BEDFORD/ACCPAC-SIMPLY ACCOUNTING

ODE NO.: EDP023                 SEMESTER:_____

PROGRAM: COMPUTER LITERACY - INTERMEDIATE

AUTHOR: M. VANDLANDEGHEM

DATE: OCTOBER, 1994

PREVIOUS OUTLINE
DATED:

                        X
              New:_____        Revision:_____

APPROVED: _____         94/10/31
     DEAN, SCHOOL OF BUSINESS &              DATE
          HOSPITALITY

TOTAL HOURS:      45

PREREQUISITES      NONE

## PHILOSOPHY/GOALS

EDUCATIONAL - to provide the student with PRACTICAL knowledge in the use and working of a computerized accounting package.

## STUDENT PERFORMANCE OBJECTIVE:

Upon successful completion of this course, the student will be able to:

1.    SET UP A CHART OF ACCOUNTS
2.    ENTER HISTORICAL DATA IN THE GENERAL LEDGER
3.    SET UP VENDORS IN THE ACCOUNTS PAYABLE LEDGER
4.    SET UP CUSTOMERS IN THE ACCOUNTS RECEIVABLE LEDGER
5.    SET UP BASIC PAYROLL RECORDS
6.    SET UP THE INVENTORY CONTROL
7.    ENTER JOURNAL TRANSACTIONS IN THE DIFFERENT LEDGERS AS REQUIRED.
8.    PRINT CHEQUES, INVOICES, STATEMENTS FOR CUSTOMERS, STATEMENTS OF AMOUNTS OWING
9.    PRINT BALANCE ALL  BALANCE SHEET, INCOME STATEMENT

## LEARNING ACTIVITIES

Students will go through all exercises in the Simply Accounting book provided by the instructor. There is a sample company through which you are taken step by step and a company that must be completed by the student with minimal help.

COMPUTERIZED ACCOUNTING WITH BEDFORD TEXT

3.5" DISKETTE

## METHOD OF EVALUATION

### FINAL GRADE

Grading will consist of a grade  of  S (Satisfactory)
                                or   U (Unsatisfactory)

### EVALUATION

One final project in which the student will set up records for
a company and enter transactions for the month, printing
cheques and invoices as she/he goes, and all month end
statements and reports.