# COURSE OUTLINE: ACC300 - AUTOMATED ACCOUNTING

Prepared: School of Business
Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

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| **Course Code: Title** | ACC300: AUTOMATED ACCOUNTING |
| **Program Number: Name** | 2086: OFFICE ADMIN-EXEC |
| **Department:** | BUSINESS/ACCOUNTING PROGRAMS |
| **Semesters/Terms:** | 22S |
| **Course Description:** | Students will review basic bookkeeping theory and principles in order to complete data entry and application in Simply Accounting. Students will set up and work through business simulations. The process will include utilizing the general, payable, receivable, inventory, and project modules. |
| **Total Credits:** | 4 |
| **Hours/Week:** | 5 |
| **Total Hours:** | 35 |
| **Prerequisites:** | ACC126 |
| **Corequisites:** | There are no co-requisites for this course. |
| **Substitutes:** | ACC116, BCO119, BUS142, OEL1229, OEL198 |
| **Vocational Learning Outcomes (VLO's) addressed in this course:**<br><br>**Please refer to program web page for a complete listing of program outcomes where applicable.** | **2086 - OFFICE ADMIN-EXEC**<br><br>VLO 1   Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.<br>VLO 2   Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.<br>VLO 3   Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.<br>VLO 5   Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.<br>VLO 6   Produce financial documents and reports by identifying and compiling relevant information and using accounting software.<br>VLO 7   Prepare and produce a variety of business documents using available technologies and applying industry standards.<br>VLO 9   Research, analyze and summarize information on resources and services and prepare summary reports with recommendations. |
| **Essential Employability Skills (EES) addressed in this course:** | EES 1   Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.<br>EES 2   Respond to written, spoken, or visual messages in a manner that ensures effective communication.<br>EES 3   Execute mathematical operations accurately. |

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.

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|  | EES 4 | Apply a systematic approach to solve problems. |
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|  | EES 5 | Use a variety of thinking skills to anticipate and solve problems. |
|  | EES 6 | Locate, select, organize, and document information using appropriate technology and information systems. |
|  | EES 7 | Analyze, evaluate, and apply relevant information from a variety of sources. |
|  | EES 10 | Manage the use of time and other resources to complete projects. |
|  | EES 11 | Take responsibility for ones own actions, decisions, and consequences. |

| **Course Evaluation:** | Passing Grade: 50%, D<br><br>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation. |
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| **Books and Required Resources:** | Learning Sage 50 Accounting 2019<br>Publisher: Top Hat Monocle Edition: 20th<br>ISBN: 9780176905927 |

| **Course Outcomes and Learning Objectives:** | **Course Outcome 1** | **Learning Objectives for Course Outcome 1** |
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|  | Identify and use many of the menu and toolbar options of the Simply Accounting Window, particularly as related to the General Ledger and related statements. | 1.1 Recognize and prepare source documents for accounting.<br>1.2 Analyze and prepare posting to General Ledger.<br>1.3 Prepare a trial balance.<br>1.4 Prepare a balance sheet and an income statement.<br>1.5 Become familiar with Simply Accounting terminology.<br>1.6 Explain the dates used and their significance.<br>1.7 Explore the main window and home menu and icons.<br>1.8 Differentiate between transactions requiring further processing to subsidiary ledger and those that do not. |
|  | **Course Outcome 2** | **Learning Objectives for Course Outcome 2** |
|  | Develop proficiency in using Simply Accounting major modules G/L, A/R, A/P in a Windows operating environment. | 2.1 Review customer/vendor beginning balances.<br>2.2 Enter a variety of customer/vendor transactions.<br>2.3 Advance the using date.<br>2.4 Enter new customers/vendors.<br>2.5 Correct errors.<br>2.6 Print customer invoices/statements.<br>2.7 Print period end reports.<br>2.8 Identify and properly account for HST transactions. |
|  | **Course Outcome 3** | **Learning Objectives for Course Outcome 3** |
|  | Utilize additional ledgers including Payroll, Inventory, and Projects. | 3.1 Enter purchase and sales transactions affecting inventory.<br>3.2 Print reports of inventory status and activity.<br>3.3 Enter employee transactions.<br>3.4 Enter new employees.<br>3.5 Correct errors in payroll.<br>3.6 Print payroll reports.<br>3.7 Activate additional modules for an existing company.<br>3.8 Record transactions including inventory.<br>3.9 Produce reports on status of inventory.<br>3.10 Set up the projects module to allow tracking of profits by |

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|  |  | department or job.<br>3.11 Allocate income and expenses to the various projects. |
|  | **Course Outcome 4** | **Learning Objectives for Course Outcome 4** |
|  | Be prepared to accept the challenge of assuming responsibility for some accounting duties related to part of their role in the office setting. | 4.1 Enter a variety of transactions for the various modules using source documents commonly found in business.<br>4.2 Make corrections to entries previously recorded.<br>4.3 Set up and use the recurring entry feature.<br>4.4 Utilize the Daily Business Manager. |

**Evaluation Process and Grading System:**

| Evaluation Type | Evaluation Weight |
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| Assignments | 25% |
| Test #1 | 35% |
| Test #2 | 40% |

**Date:** February 15, 2022

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.