SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Computer Applications for Business

CODE NO. : BCO103   **SEMESTER:** 16F

PROGRAM: Business / Accounting

AUTHOR: D. Kachur

DATE: June 2016   **PREVIOUS OUTLINE DATED:** None

APPROVED: "Colin Kirkwood"   June 2016

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               DEAN   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): None

HOURS/WEEK: 3 hours per week - 15 weeks

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I.   COURSE DESCRIPTION:

Students in this course will gain practical hands-on experience using email, word processing, presentation, and accounting software. The Microsoft Office suite is the most prevalent used by business today and components of the Office package will be utilized in this course. Sage 50 accounting software is widely used across Canada by many small and medium sized businesses and will be the accounting software of choice. Students will record business transactions in the General Journal, Accounts Payables, Accounts Receivables, and Inventory modules. Students will also calculate and account for sales taxes.

I   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Use Microsoft Outlook for effective office and Internet communication

    Potential Elements of the Performance:
    - compose, send and receive e-mail
    - attach files and images
    - create and utilize folders to organize email
    - add / modify contacts
    - book and cancel meetings
    - create and implement message rules
    - recall sent messages
    - add / remove tasks

2. Create professional business documents using Microsoft Word

    Potential Elements of the Performance:
    - identify and recognize file types and extensions of various word processing documents
    - create blank documents
    - work with templates to create documents
    - format characters using bold, italic and underlining
    - apply paragraph spacing
    - create headers and footers
    - insert text, images and clipart

- cut-copy-paste material into and out of documents
- work with page, column and continuous breaks
- adjust both vertical and horizontal margins
- create columns and tables
- apply designs and themes
- apply spell check and thesaurus
- apply indenting and bullets
- create, modify and remove left, center and right tabs
- apply tab leaders
- add hyperlinks
- Insert footnotes and endnotes
- Apply 'find' and 'replace' in documents

3. Use Microsoft PowerPoint for effective communication

   <u>Potential Elements of the Performance</u>:
   - identify file types and extensions of various presentation documents
   - create new presentations from a blank document
   - work with templates to create pre-defined presentations
   - prepare a presentation using both slides and outline mode
   - format presentations including fonts, italics, bold
   - apply designs and themes
   - insert text, images and video into presentations
   - cut-copy-paste material into and out of slides
   - duplicate slides
   - insert slides from existing presentations into new presentations
   - insert word documents to your presentation
   - spell check presentations
   - apply indenting and bullets
   - rehearse timing a presentation
   - apply transitions, effects and animation

4. Employ basic file management skills and be able to use Sage 50 to open, save, backup and restore data files

   <u>Potential Elements of the Performance</u>:
   - Open a working copy to access accounting data files
   - Restore backup files to access existing accounting data
   - Save and backup accounting files
   - Contrast the role / purpose of .sai file and the .saj folder

5. Use Sage 50 to process transactions in the General Journal

    Potential Elements of the Performance:
    • Use general ledger, general journal and special journals
    • Advance the session date
    • Create and modify chart of accounts
    • Enter, edit, review and post various transactions in the General Journal
    • Adjust journal entries after posting
    • Display and print General Ledger and General Journal reports
    • Enter sales taxes in the General Journal
    • Recall, use and edit stored purchase transactions
    • Adjust and reverse purchase invoices and payments after posting

6. Use Sage 50 to process Vendor Payable Transactions

    Potential Elements of the Performance:
    • Add, modify, view and remove vendor accounts
    • Apply tax codes and establish credit terms with vendors
    • Create purchase quotes, orders and invoices
    • Convert and adjust purchase quotes and orders
    • Receive Inventory and update Invoices
    • Store recurring journal entries
    • Apply discounts for early payments
    • Adjust and / or void purchase invoices
    • Perform payments to vendors
    • Explain Payables Ledger linked accounts
    • Display and print payables journal entries and reports
    • Review reports for accuracy and financial analysis
    • Analyze different business transactions to determine the applicable sales taxes that should be applied to the transactions
    • Calculate the applicable amount of GST, HST or PST that is applicable to various business transactions
    • Record the sales taxes related to each business transaction
    • Identify the filing and payment due dates for GST, HST and PST and record the payments in the appropriate accounts

7. Use Sage 50 to process Customer Sales Transactions

   Potential Elements of the Performance:
   - Add, modify view and remove customer accounts
   - Apply tax codes and establish credit terms for customers
   - Create sales quotes, orders and invoices
   - calculate and record applicable provincial and federal taxes on goods and services
   - Convert sales quotes and orders
   - Locate existing invoices using 'Find'
   - Adjust and reverse sales invoices
   - Enter sales returns
   - Contrast sales vs. sales return accounts
   - Receive payment from customers
   - Enter deposits from customers to multiple bank accounts
   - Reverse receipts to enter NSF cheques from customers
   - Explain Receivable linked accounts
   - Display and print reports
   - Review reports for accuracy and financial analysis

8. Use Sage 50 to process Inventory Transactions

   Potential Elements of the Performance:
   - Add new inventory
   - Setup Inventory pricing categories
   - Adjust Inventory
   - Enter inventory-related purchase and sale transactions
   - Enter returns on sales and purchases
   - Build from item assembly
   - Explain Inventory linked accounts
   - Display and print Inventory reports
   - Describe the integration of the Inventory Ledger with the Payables, Receivables and General Ledgers

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III.   TOPICS:

      1.   Email, Calendaring, Scheduling
      2.   Word Processing
      3.   Presentations
      4.   Sage 50 File Management
      5.   General Journal
      6.   Payables
      7.   Receivables
      8.   Inventory

IV.   REQUIRED RESOURCES / TEXTS / MATERIALS:

Textbook: Using Sage 50 Accounting Plus Student DVD
      ISBN: 9780134205090

Hand-outs: Microsoft Office study hand-outs and hands-on lab exercises will be distributed in class

Web: The web will play a role for partial resources for the Microsoft Office component of this course.

V. EVALUATION PROCESS/GRADING SYSTEM:

Tests	30%
Assignments, Labs and Quizzes	40%
Sage 50 Comprehensive Final Exam	30%

Some minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark based upon leadership, creativity and whether there is an improving trend. Students must have passing grades in the tests/quizzes and assignments portion to pass the entire course.

Students must complete and pass the tests and assignment portion of the course in order to pass the course.

All Assignments must be completed satisfactorily to complete the course. Late hand in penalties will be 5% per day. Assignments will not be accepted past one week late unless there are extenuating and legitimate circumstances.

The professor reserves the right to adjust the number of tests, practical tests and quizzes based on unforeseen circumstances. The students will be given sufficient notice to any changes and the reasons thereof.

A student who is absent for 3 or more times without any valid reason or effort to resolve the problem may result in action taken.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 – 89.9%	4.00
B	70 – 79.9%	3.00
C	60 – 69.9%	2.00
D	50 – 59.9%	1.00
F (Fail)	below 50%	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/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:

<u>Attendance:</u>
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.

Students are expected to attend all scheduled classes. Attendance will be taken for each class on a sign in basis starting shortly after the semester begins. Students will be advised when the process is to begin.

In all cases, attendance of less than 80% of the scheduled classes is not acceptable.

<u>**Submitting Assigned Work:**</u>
All assignments, projects, questions, etc. must be submitted to the professor at the beginning of class on the due date.   Assignments. may be submitted in advance. Assignments will not be accepted after the stated deadline.

It is the student's responsibility to ensure that the professor receives the completed assignments by the due date. Do not place the assignment. in the professor's college physical mailbox. Assignments must be submitted directly to the professor as indicated in the assignment criteria.

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Return of Students' Work:

Tests, quizzes, assignments, etc. will be returned to students during <u>one of the normal class times.</u>   Any student not present at that time must pick up his/her test, etc. at the professor's office within three weeks of that class. Tests, etc. not picked up within the three weeks will be discarded. End of semester tests, etc. will be held for three weeks following the end of the semester. If they have not been picked up within that three-week period, they will be discarded.

Students are required to retain their tests, quizzes, assignments, etc. in the event that there is a disagreement with the mark received and the mark recorded by the professor. If the student is not able to present the instrument in question, the professor's recorded mark will stand.

Classroom Decorum:

Students will respect the diversity and the dignity of those in the classroom. Student will respect the professor's right and duty to teach and students' right to learn without interference. Students who cause any interference with the objectives of the class will be asked to leave the classroom.

If a student is asked to leave the classroom a second time, he/she must make an appointment with the Dean who will decide if the student will be permitted to return to class. The Dean will be given a copy of the above letter. The Dean will also decide if any other action needs to be taken.

Students attending this class do so to study Microsoft Office and Sage 50 accounting, therefore, no other activity will be permitted. Student's who wish to engage in other activities will be asked to leave the classroom, as described above.

Cell Phones must be silenced during class time. A student will be asked to leave the classroom should they not follow this policy.

It is the professor's intention to maintain proper classroom decorum at all times in order to provide the best possible learning and teaching environment.

Only those who are properly registered in this course or those invited by the professor are permitted in the classroom.

VII   COURSE OUTLINE ADDENDUM

1. <u>Course Outline Amendments:</u>
    The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

2. <u>Retention of Course Outlines</u>:
    It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. <u>Prior Learning Assessment</u>:
    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 Key Dates Calendar 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. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

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

4. <u>Student Portal:</u>
    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. In addition announcements, news, academic calendar of events, class cancellations, you're learning management system (LMS), and much more is available. Go to https://my.saultcollege.ca.

5. Communication:
    The College considers **Desire2Learn (D2L)** 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 this Learning Management System (LMS) communication tool.

6. Accessibility 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 the Accessibility Services office. Call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.

7. Audio and Video Recording 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. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:
    Students should refer to the definition of "academic dishonesty" in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. Tuition Default:
    Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.