

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ON**



**COURSE OUTLINE**

**COURSE TITLE: COMPUTERIZED ACCOUNTING APPLICATIONS**

**CODE NO.: ACC116 SEMESTER 2**

**PROGRAM: ACCOUNTING**

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**DATE: Jan. 2013 PREVIOUS OUTLINE DATED: June 2011**

**APPROVED: “Colin Kirkwood” Jan.15/13**  
**DEAN DATE**

**TOTAL CREDITS: 4**

**PREREQUISITE(S): BUS140; ACC107**

**LENGTH OF COURSE: 15 WKS. TOTAL CREDIT HOURS: 60**

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## **I. COURSE DESCRIPTION:**

This course provides students with the opportunity to take their manual bookkeeping/accounting skills into the computer environment. They have the opportunity to set up a company's books on the computer using computerized accounting software packages. This process commences with understanding the daily operations of the computerized system, the students learn to convert a manual set of books to a computerized system to period-ending procedures and financial statements

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Demonstrate the working ability to operate a computerized accounting software package in the areas of G/L, A/R, A/P, Inventory, and Payroll on a daily basis.

### **ELEMENTS OF THE PERFORMANCE:**

#### **Simply Accounting System.**

- Explain advantages of computerizing the accounting system.
- Describe the basic features of Simply Accounting and its modules.
- Start the program and access the data files.
- Customize the Simply Accounting System.
- Develop a backup system for the data files.

#### **Daily Operations.**

- Enter data for an established computerized system.
- Create and enter adjusting entries.

#### **Operate the Accounts Receivable module.**

- Set up the module.
- Add, modify and delete customers.
- Enter opening balances for customers
- Enter current transactions for sales and receipts.

#### **Operate the Accounts Payable module.**

- Set up the module.
- Add, modify and delete vendors.
- Enter opening balances for vendors.
- Enter current transactions for purchases and payments.

#### **Operate the Inventory module.**

- Set up the module.
- Add, modify and delete inventory item names.
- Enter opening balances for inventory.
- Understand control of inventory through AIR and A/P modules.
- Adjust inventory balances.

**Operate the Payroll module.**

- Set up the module.
- Add, modify and delete employees.
- Enter opening balances for employees.
- Enter employee pay data.

*Learning outcome one (1) will constitute 50% of the course grade.*

2. Demonstrate a working ability to convert an annual set of books to the computer using a computerized accounting package, process period ending and financial statement operations, set up and enter divisional transactions and process banking transactions and a bank reconciliation using the computerized accounting software program.

**ELEMENTS OF THE PERFORMANCE:**

**Setting Up A Company**

- Set up the files for a new company.
- Enter company information.
- Create a chart of accounts using the default chart of accounts.
- Add, modify and delete accounts.
- Enter the opening balances from the trial balance.
- Display the trial balance on the monitor.
- Set the integration accounts.
- Print the financial statements.

**Period Ending Procedures.**

- Make month/year end adjustments.
- Print month/year end reports.
- Present data in both tabular and graphical formats
- Understand and simulate the audit trail.

**Project/Division Procedures.**

- Setting up project module.
- Processing transactions.
- Allocating transactions to divisions
- Adjust/modify transactions

**Banking Procedures.**

- Set up reconciliation and deposits journal.
- Reconciling bank accounts
- Printing reconciliation reports

*Learning outcome two (2) will constitute 50% of the course grade.*

**III. TOPICS TO BE COVERED:**

- A. Simply Accounting System.
- B. Daily operations
- C. Setting up a company.
- D. Period ending procedures
- E. Banking
- F. Projects

**IV. REQUIRED SOURCES/TEXT MATERIALS:**

Text: Learning Simply Accounting by Sage Premium 2012 by Freedman & Smith  
Thomson Nelson publishing

USB storage device minimum 3 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.

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 where the instructor has given the student special permission.

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

<b>Grade</b>	<b>Definition</b>	<b>Grade Point Equivalent</b>
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% and below	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:**

### 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.

### 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.

## **VII. COURSE OUTLINE ADDENDUM:**

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