



## I. COURSE DESCRIPTION:

This course introduces the student to Computerized Financial Management Applications used by Managers and Supervisors in the daily operational decision-making process. Students will apply their Financial Accounting knowledge by learning how to use Computerized Accounting Systems to generate Financial data. The student will also learn how to import Financial data from a Computerized Accounting System into a spreadsheet software program to facilitate the analysis of Financial data. Students will be introduced to Trend Analysis, Financial Statement Ratio Analysis and the preparation of Budget Forecasts utilizing the spreadsheet software capabilities.

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

Upon successful completion of this course, the CICE student, with the assistance from a Learning Specialist, will demonstrate a basic ability to:

### 1. Open Simply Accounting Data Files

#### Potential Elements of the Performance:

- Install Simply Accounting data files.
- Copy data files on the hard drive.
- Remove "Read Only" file attributes from data files.
- Open data files.
- Save and backup data files.
- Create new folders.

### 2. At a basic level, create Simply Accounting company files

#### Potential Elements of the Performance:

- Access the data files for a simulated business.
- Open the General Journal.
- Enter transactions in the General Journal
- Revise and review General Journal transactions.
- Post transactions.
- Create new General Ledger Accounts.
- Display and print General Ledger and General Journal reports.
- Graph General Ledger reports.
- Display and print comparative financial reports.
- Back up the data files.
- Finish an accounting simulation session.

3. Prepare transactions using a Simulation Session for a Sales firm.

Potential Elements of the Performance:

- Enter transactions in the General, Payables and Receivables Journal.
- Enter cash and account sale transactions.
- Enter customer payment transactions.
- Enter transactions including GST and PST.
- Enter partial payments made by customers.
- Add and edit customer accounts.
- Handle an NSF cheque from a customer.
- Revise and review journal transactions.
- Post transactions in the Sales and Receipts journals.
- Display, print and graph reports and Financial Statements.

4. Understand the Integration of Simply Accounting with other Software and use Simply Accounting data as input into computerized spreadsheets.

Potential Elements of the Performance:

- Display the Financial Reports available for a simulated company.
- Export the Financial Reports to Microsoft Excel Spreadsheet Software.
- Save a copy of the exported data.
- Open and convert a Simply Accounting file in Excel.

5. The Goods and Services Tax/Harmonized Sales Tax

Potential Elements of the Performance:

- Understand the terms relevant to the federal Goods and Services Tax/Harmonized Sales Tax
- Use the different methods of calculating the GST.
- Understand how to file for remittance or refund.
- Explain the concept of Harmonized Sales Tax and other provincial taxes in relation to GST.
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6. Prepare an Excel Worksheet utilizing common Financial Statement and Ratio Analysis.

Potential Elements of the Performance:

- Develop a worksheet that analyzes the end of period Balance Sheet and Income Statement for a simulated company.

- Prepare the following Ratio Analysis: Liquidity Ratios, Profitability Ratios, Activity Ratios, Debt Ratios, Capital Structure Ratios, Capital market Ratios and Return on Investment Ratios.
  - Develop a worksheet that utilizes Common Size Analysis of a Balance Sheet and an Income Statement.
  - Develop a worksheet that utilizes Trend Analysis of a Balance Sheet and an Income Statement.
7. Prepare Financial Statement Forecasting spreadsheets.  
Potential Elements of the Performance:
- Using the Percentage of Sales Method, prepare a spreadsheet that forecast an Income Statement for a company.
  - Using the results from the Forecasted Income Statement, prepare a forecasted Balance Sheet for the company.

### **III. TOPICS:**

1. Simply Accounting data files.
2. Creating Simply Accounting company files.
3. An accounting cycle for a Sales company.
4. The Integration of Simply Accounting Software with Microsoft Excel Spreadsheet Software.
5. The Goods and Services Tax and Provincial Retails Sales Taxes.
6. Preparing Financial Statement Ratio Analysis spreadsheets
7. Preparing Financial Statement Forecasting spreadsheets.

### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Text : Learning Simply Accounting by Sage Premium 2010 by Freedman & Smith, Thomson Nelson publishers

USB storage device minimum 2 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. The format of the tests may be modified, with the approval of the instructor, to most effectively meet the needs of the CICE student.

**Assignments:** Assignments will be announced during the term with due dates. These will account for 30 % of the final term grade. Assignments will be completed with the assistance of the Learning Specialist. Assignments may be modified, with the approval of the instructor, to ensure that the needs of the CICE student are being effectively met. Late assignments will not be accepted; except in special cases where the instructor has given you special permission.

**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.

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
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. *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.*

**VII. COURSE OUTLINE ADDENDUM:**

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

**CICE Modifications:**

**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

**B. Tests will be written in CICE office with assistance from a Learning Specialist.**

***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

**C. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

***The Learning Specialist may:***

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**D. Evaluation:**

Is reflective of modified learning outcomes.