



**I. COURSE DESCRIPTION:** This course introduces the student to Computerized Financial Management Applications used by Managers in the daily strategic decision-making process. CICE students, with assistance from a Learning Specialist, will apply their accrued financial accounting knowledge by utilizing Computerized Accounting Systems to generate financial data. The CICE student will also be introduced to the use of spreadsheet software in the preparation of financial analysis of accounting

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

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

**1. Organize and access Simply Accounting Data Files**

Potential Elements of the Performance:

- Create a BUS140 folder on your S:
- Access Simply Accounting data files
- Copy data files to your student S:
- Remove “Read Only” file attributes from data files
- Inspect data files
- Save and backup data files

**2. Introduction to Simply Accounting Software**

Potential Elements of the Performance:

- Access the data files for a simulated business
- Open the General Journal
- Enter transactions in the General Journal
- Advance a session date
- Revise company information
- Edit and review General Journal transactions
- Post transactions
- Adjust and cancel entries
- Create new General Ledger Accounts
- Record a compound entry
- Display and print General Ledger and General Journal reports
- Create backups

**3. Prepare transactions using ‘Receivables’ Module**

Potential Elements of the Performance:

- Open the Receivables Module

- Review the Sales Journal
- Customize the Sales Journal window
- Enter transactions in the Receivables module
- Open and work with Daily Business Manager
- Produce a sales invoice
- Journalize sales returns
- Edit and review journal transactions
- Journalize receipts with cash discount
- Cancel an invoice after posting
- Add new customers

#### 4. **Prepare transactions using 'Payables' Module**

##### Potential Elements of the Performance:

- Display vendor-aged reports
- Review vendor invoice guidelines and procedures
- Open and work with the Purchase Invoice journal
- Customize the Purchase Orders journal
- Enter purchase orders
- Issue purchases with no PO
- Record arrival of goods ordered on PO
- Issue cheques
- Adjust and cancel cheques
- Issue payments with merchandise discount

#### 5. **Setup a New Company**

##### Potential Elements of the Performance:

- Setup a new company from scratch
- Set user preferences
- Create Chart of Accounts
- Add / Delete Chart of Accounts
- Link Company / Receivable / Payable Modules
- Setup tax classes, codes and rates

#### 6. **Prepare Employee / Payroll Module**

##### Potential Elements of the Performance:

- Setup employees and payroll module
- Link accounts
- Enter new employees and personal information
- Setup tax rates, cpp, ei
- Ready payroll module

- Issue pay cheques
- Advance funds on pay cheque
- Reverse payroll mistakes
- Review T4 Slips
- Print the Payroll journal

## 7. **Prepare Inventory and Services Module**

### Potential Elements of the Performance:

- Review inventory policies and procedures
- Setup Inventory and Services module defaults
- Setup Inventory and Services modules to linked accounts
- Create inventory items ledgers
- Display Inventory details
- Establish preferred pricing column
- Perform Inventory sale on credit
- Display pending purchase orders report
- Determine inventory on order
- Record a sales return
- Record a cash receipt
- Change selling price
- Create new ledger accounts
- Make Inventory adjustments

## 8. **Prepare Bank Deposits and Government Tax Remittance**

### Potential Elements of the Performance:

- Review the Reconciliation and Deposits journal
- Setup linked accounts
- Prepare a bank deposit and bank reconciliation
- Review HST, GST, PST rules
- Configure HST, GST and PST rates where applicable
- Prepare HST payments for submission
- Contrast HST vs. PST and GST

### III. **TOPICS:**

1. Simply Accounting Data Files
2. Introduction to Simply Accounting
3. Accounts Receivable Module
4. Accounts Payable Module
5. Setting up a new Company
6. Payroll Module
7. Inventory and Services Module
8. Banking / Tax Remittance

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

Text : Learning Sage 50 Accounting: A Modular Approach by Freedman & Smith, Thomson Nelson publishers: ISBN: 9780176530891

USB storage device minimum of 4 gig for Data Files

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Testing: All students will be required to complete 3 tests during the course of the term. The total of the three tests will represent **50%** of the term grade.

Assignments and Quizzes: Assignments and quizzes will be announced during the term with due dates. These will account for **40%** of the final term grade. Late assignments will not be accepted; except in special cases where the instructor has given special permission. When graded assignments are returned to students, no late assignments from the same unit will be accepted. Period!

Attendance: Attendance and participation will represent **10%** of the course grade.

All quizzes, tests and assignments will be completed with the assistance of the Learning Specialist. Any modifications to the quizzes, tests and assignments will be proposed by the Learning Specialist and are subject to approval from the professor

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 legitimate and acceptable to the professor. Should the student fail to contact the professor, the student will 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.

The following semester grades will be assigned to students:

<b>Grade</b>	<b>Definition</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	
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.*

### Contact Information:

Dan Kachur  
Email: Dan.Kachur@Saultcollege.ca  
Phone: 759-2554 Ext# 2648  
Office: E4720

**VII. COURSE OUTLINE ADDENDUM:**

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

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and agreed upon by the instructor.

**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.