



**I. COURSE DESCRIPTION:**

**This course will teach the students the basics of bookkeeping. It will show the advantages of a computerized bookkeeping system over a manual system. The student learns how to input data in each of 5 different modules. The student will learn how to retrieve information from the system.**

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

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

1. Demonstrate the ability to understand basics of accounting terminology:
2. Demonstrate proficiency in opening and backing up a computerized system:
3. Demonstrate the ability to input data in the 5 modules including A/P; A/R, Inventory, Payroll and General Ledger:
4. Demonstrate an understanding of how to create a financial statement
5. Demonstrate the ability to input new accounts to the business charter of accounts:

**III. TOPICS:**

Day 1: Discuss the purpose of bookkeeping. 3 forms business organization. 5 categories of accounts. Classify accounts according to 5 categories. Gaap principle.

Day 2: Know the accounting equation, Define debit & credit. Apply accounting Equation to solve for missing values & ensure balance transaction. Analysis Transaction for purpose of recording them

Day 3: Quiz relating to days 1&2. Discuss advantages of computerized accounting system. Start program and access data. Discuss modules. Develop backup system

Day 4: Enter data using Account Payable module including setting up vendors, dealing with asset, liability and expense accounts Setting up

HST accounts. Paying bills

Day 5: enter data using Accounts receivable module including setting up customers, distribution of revenues . Cash sale/ charge sale receipts Module. Quiz on Days 3-5.

Day 6: Setting up inventory control,

Day7: using A/P & A/R record purchases and sales reflecting inventory adjustment.

Day8: Using payroll module, set up employees, Do two bi weekly payrolls.

Day 9: do bank reconciliation. Record Adjustments. Pay Government remittances

Day 10: Set up new accounts in Chart of accounts. Gifu. Print Financial statement. Quiz on Days 6-10.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS: All materials Supplied**

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

*Students will be required to complete 2 in class quizzes . Each will have a value of 30%. A final test will count as 40%*

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<b><i>Grade Point Equivalent</i></b>
A+	90 – 100%	
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. *<Optional: 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.>*

*<include any other special notes appropriate to your course>*

## VII. COURSE OUTLINE ADDENDUM:

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