

## **EFFECTIVE: SEPTEMBER 2006 CURRICULUM GUIDELINES**

A:	Division:	Education		Effective Date:		September 2006		
B:	Department/ Program Area:	Commerce & Business Admin. Accounting Management		New Course		Revision	X	
				If Revision, Section(s) Rev	ised:	H, P		
C:	ACCT 1222	D: Computer Applications		Date of Previous Revision: Date of Current Revision: s for Accounting		January 2006 June 2006 E: 3		
	Subject & Course	No. Desc		criptive Title	Title		Semester Credits	
F:	Calendar Description: This course will introduce the student to the concepts and practices of computerized accounting. This course will build on and apply previously acquired accounting and computer skills. In addition to spreadsheet techniques and applications using Excel, the student will learn Simply Accounting: General Ledger, Accounts Receivable, Accounts Payable, and Payroll.							
G:	Instruction/Learn			Course Prerequisites:  (ACCT 1110 with a grade of Cor				
	Primary Methods of Instructional Delivery and/or Learning Settings:			1210 with a grade of C or better OR ACCT 1235 with a grade of C or better) AND (CISY 1110 with a grade of C or better OR CISY 2200 with a grade of C or better)				
	Lecture and Lab			AND Academic English 1	2 with	a grade of C or be	tter.	
				I. Course Corequisites:				
				Nil				
	Number of Weeks per Semester:  15 Weeks X 5 Hours Per Week = 75 Hours		J.	Course for which this Cou	irse is	a Prerequisite:		
				ACCT 2310 and ACCT 2320 and ACCT 2420				
			K.	Maximum Class Size:	Iaximum Class Size:			
				30				
L:	PLEASE INDICATE:							
	Non-Credit							
	College Credit Non-Transfer							
	X College Credit Transfer:							
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)							

## M: Course Objectives/Learning Outcomes

At the end of the course, the successful student should be able to:

- 1. create accounting-related spreadsheets and charts by applying previously acquired accounting skills and expanding on previously acquired computer skills;
- 2. set up and use the Simply Accounting General Ledger module to produce financial reports and prepare a bank reconciliation.
- 3. set up and use the Simply Accounting Accounts Receivable module;
- 4. set up and use the Simply Accounting Accounts Payable module.
- 5. set up and use the Simply Accounting Payroll module.

## N: Course Content

- 1.1 Review basic spreadsheet concepts.
- 1.2 Review and apply basic accounting concepts.
- 1.3 Prepare spreadsheets and charts for financial statements, financial analyses, and supporting schedules, including a complete accounting worksheet and financial statement project.
- 1.4 Learn appropriate use of spreadsheet formulas and functions.
- 2.1 Introduce Simply Accounting.
- 2.2 Create a new company or use predefined templates.
- 2.3 Set up the General Ledger and Chart of Accounts; process day-to-day and adjusting entries.
- 2.4 Print journals, general ledger reports and trial balance.
- 2.5 Generate financial statements.
- 2.6 Export and import the Chart of Accounts to and from Excel; export the Trial Balance to Excel.
- 2.7 Perform month-end and year-end procedures. Print post-closing Trial Balance.
- 2.8 Prepare Bank Reconciliation.
- 3.1 Activate and set up the Accounts Receivable module.
- 3.2 Process day-to-day transactions, including invoices, cash receipts and adjustments.
- 3.3 Perform period-end processing, including interest and write-offs.
- 3.4 Generate reports, including the aged receivable report.
- 4.1 Activate and set up the Accounts Payable module.
- 4.2 Process day-to-day transactions, including invoices and adjustments.
- 4.3 Process payments, both manual and computer generated cheques.
- 4.4 Generate reports, including the aged payables report.
- 5.1 Activate and set up the Payroll module.
- 5.2 Process day-to-day transactions, including adding employees and deductions.
- 5.3 Process payroll with correcting entries.
- 5.4 Generate reports.

## **O:** Methods of Instruction

Lecture and practical applications, conducted exclusively in a computer lab.

Page 3 of 3 Course Name: ACCT 1222 Computer Applications for Accounting P: Textbooks and Materials to be Purchased by Students Grauer, R. T. and Barber, M. Exploring Microsoft Excel 2003, latest edition, Pearson Educational. Freedman, H. and Smith, C. Learning Simply Accounting 2005 Pro, latest edition, Thomson Nelson. ACCT 1110 or ACCT 1235 text or equivalent. Q: Means of Assessment Excel Assignment(s) and Quiz(zes) - minimum one of each 10% **Excel examination** 30% 20% Simply Accounting: Assignment(s) 10% Tests: General Ledger 10% Payroll 10% Accounts Receivable 10% 40% Accounts Payable 10% 20% Comprehensive Simply Accounting examination – 3 hour 70% 100% STUDENTS MUST WRITE BOTH EXAMINATIONS IN ORDER TO OBTAIN CREDIT FOR THE COURSE. R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR This course is not open to PLAR.

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Education Council/Curriculum Committee Representative