

## **EFFECTIVE: SEPTEMBER 2008** CURRICULUM GUIDELINES

A:	Division:	Education		Effective Date:	September 2008			
B:	Department/ Program Area:	Commerce & Business Admin. Accounting Management		Revision	X	New Course		
	C			If Revision, Section(s) Revis	sed:	G, H, N, P, Q		
C:	ACCT 1222	D: Computer Applie	cations	Date of Previous Revision: Date of Current Revision: s for Accounting		March 2008 March 2008 E: 3		
	Subject & Course	e No.	Desc	criptive Title		Semester Cre	dits	
F:	Calendar Descrip This course will build on and app applications usin	endar Description: s course will introduce the student to the concepts and practices of computerized accounting. This course will d on and apply previously acquired accounting and computer skills. In addition to spreadsheet techniques and lications using Excel, the student will learn Simply Accounting: General Ledger, Accounts Receivable, Accounts able, and Payroll.						
G:	Instruction/Learn Primary Methods Learning Setting Lecture and Labo Number of Conta for each descript Lecture Seminar Number of Week	as of Instructional Delivery and/or gs: oratory act Hours: (per week / semester tor) 2 hours/week 2 hours/week	H: I. J.	Course Prerequisites: (ACCT 1110 with a grade of 1210 with a grade of C or b grade of C or better) AND C or better OR CSIS 2200 v Course Corequisites: Nil Course for which this Cour ACCT 2310 and ACCT 232 Maximum Class Size: 30	etter (CSIS with a	OR ACCT 1235 w S 1110 with a grade a grade of C or bett a Prerequisite:	ith a e of	
L:	PLEASE INDIC	ATE:						
	Non-Credit							
		redit Non-Transfer						
		edit Transfer:						
	SEE BC TRANS	SFER GUIDE FOR TRANSFER DE	εΓAIL	S (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 an accounting related 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.

Р:	Textbooks and Materials to be Purchased by Students Grauer, R. T., Mulbery, Keith M and Scheeren Judy. <u>Exploring Microsoft Excel Comprehensive 2007</u> , latest edition, Pearson Educational. Freedman, H. and Smith, C. <u>Learning Simply Accounting 2008 Pro</u> , 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		<u>20%</u>	30%														
	Simply Accounting:																	
	Assignment(s)		10%															
	Tests:																	
	General Ledger	10%																
	Accounts Receivable	10%																
	Accounts Payable	10%																
	Payroll	<u>10%</u>	40%															
	Comprehensive Simply Accounting examination		<u>20%</u>	70%														
	TOTAL			<u>100%</u>														
	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.																	

Course Designer(s): Rod Comrie

Education Council/Curriculum Committee Representative

Dean/Director: Rosilyn G. Coulson

© Douglas College. All Rights Reserved