



**EFFECTIVE: MAY, 2008**  
**CURRICULUM GUIDELINES**

A: Division: Education Effective Date: May, 2008

B: Department/ Commerce & Business Admin. New Course  Revision  X

Program Area: Accounting Management

If Revision, Section(s) Revised: H

Date of Previous Revision: September, 2004

Date of Current Revision: May, 2008

C: ACCT 1220 D: Computerized Accounting E: 3

Subject & Course No.	Descriptive Title	Semester Credits
<p>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 ACCPAC for WINDOWS: General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.</p>		
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture and Laboratory</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture 2 hours/week Laboratory 3 hours/week</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 5 Hours Per Week = 75 Hours</p>	<p>H: Course Prerequisites:</p> <p>(ACCT 1110 with a grade of C+ or better OR ACCT 1210 with a grade of C or better OR ACCT 1235 with a grade of C or better) AND CSIS 1110 with a grade of C or better and Academic English 12 with a grade of C or better.</p>	
	<p>I. Course Corequisites:</p> <p>Nil</p>	
	<p>J. Course for which this Course is a Prerequisite:</p> <p>ACCT 2310 and ACCT 2320 and ACCT 2410 and ACCT 2420</p>	
	<p>K. Maximum Class Size:</p> <p>30</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input type="checkbox"/> College Credit Non-Transfer</p> <p><input checked="" type="checkbox"/> College Credit Transfer:</p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a>)</p>		

**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 ACCPAC for WINDOWS General Ledger module and Financial Reporter;
3. set up and use the ACCPAC for WINDOWS Accounts Receivable module;
4. set up and use the ACCPAC for WINDOWS Accounts Payable 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 as required, such as IF and VLOOKUP.
  
- 2.1 Introduce ACCPAC for WINDOWS.
- 2.2 Set up databases and activate the General Ledger.
- 2.3 Set up the General Ledger and Chart of Accounts; process day-to-day and adjusting entries.
- 2.4 Print transaction batches and the Trial Balance.
- 2.5 Generate and modify financial statements using the Financial Reporter feature.
- 2.6 Export and import the Chart of Accounts to and from Excel; export the Trial Balance to Excel.
- 2.7 Perform year-end procedures and print the post-closing Trial Balance.
- 2.8 Activate and set up tax and bank services.
  
- 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-off batches.
- 3.4 Generate reports, including the Aged Trial Balance.
  
- 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.

**O:** Methods of Instruction

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

**P:** Textbooks and Materials to be Purchased by Students

Grauer, Robert T. and Maryann Barber. Exploring Microsoft Excel 2000, latest edition, Pearson Educational.  
 Zwicker, Brian. ACCPAC for Windows: SB Series Software, latest edition, Nelson Thomson Learning.

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%

ACCPAC for Windows

Assignment(s) - minimum one, and Quiz(zes) - minimum of one in each module	20%	
** General Ledger and Financial Reporter examination	20%	
** Accounts Receivable examination	15%	
** Accounts Payable examination	<u>15%</u>	<u>70%</u>

TOTAL	<u>100%</u>	
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STUDENTS MUST WRITE ALL FOUR 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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Course Designer(s): Elizabeth Hicks

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Education Council/Curriculum Committee Representative

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Dean/Director: Jim Sator

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Registrar: P. H. Angus

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