

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.

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	<u>20%</u>	30%

Simply Accounting:

Assignment(s)	10%
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Tests:

General Ledger	10%	
Payroll	10%	
Accounts Receivable	10%	
Accounts Payable	<u>10%</u>	40%
Comprehensive Simply Accounting examination – 3 hour	<u>20%</u>	<u>70%</u>
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): Elizabeth Hicks

 Education Council/Curriculum Committee Representative

 Dean/Director: Rosilyn G. Coulson

 Registrar: P. H. Angus

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