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| **A.** | Division: | **Instructional** | Effective Date: | **September**, **2004** |

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| **B.** | Department / Program Area: | **Commerce and Business Admin Office Administration** | Revision | **X** | New Course |
| | | | If Revision, Section(s) Revised: | **C, H, J** | |

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| | | | Date of Previous Revision: | **2003-09 new course** |
| | | | Date of Current Revision: | **2004-09** |
| **C:** | **OADM 1239** | **D**: **Computer Bookkeeping I** | | **E: 3** |
| | Subject & Course No. | Descriptive Title | | Semester Credits |

**F:** Calendar Description:

**This course will introduce students to the concepts and procedures involved in computerized accounting. Using Simply Accounting software, students will perform the setup procedures and complete routine and periodic processes related to the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory, and Project Costing Modules. Using Microsoft Excel spreadsheet software, students will be introduced to financial functions, amortization schedules, and worksheet databases.**

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| **G:** Allocation of Contact Hours to Type of Instruction / Learning Settings<br><br>Primary Methods of Instructional Delivery and/or Learning Settings:<br><br>**Lecture/Seminar**<br><br>**Lecture – 3 hours**<br>**Seminar – 1 hour**<br><br>Number of Contact Hours: (per week / semester for each descriptor)<br><br>**4 hrs. per week, 60 hrs. per semester**<br><br>Number of Weeks per Semester:<br><br>**15 weeks X 4 hours per week = 60 hours** | **H:** Course Prerequisites:<br><br>**English 11 with a grade of "C" or better or equivalent and OADM 1238 and OADM 1256**<br><br>---<br><br>**I:** Course Corequisites:<br><br>**Nil**<br><br>---<br><br>**J:** Course for which this Course is a Prerequisite<br><br>**OADM 1401**<br><br>---<br><br>**K:** Maximum Class Size:<br><br>**30** |

**L:** PLEASE INDICATE**:**

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| | Non-Credit |
| **X** | College Credit Non-Transfer |
| | College Credit Transfer: |

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

**M:**    Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Create spreadsheets utilizing financial functions, database functions and formulas involving multiple worksheets.

2. Set up the General Ledger, Accounts Receivable, Accounts Payable, Payroll and Inventory Modules of Simply Accounting.

3. Record transactions in the General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Inventory Modules of Simply Accounting.

4. Perform periodic procedures related to the General Ledger, Accounts Receivable and Accounts Payable Modules of Simply Accounting.

5. Exhibit a high standard of behavior with respect to attendance, punctuality, positive attitude and respect for others.

**N:**    Course Content:

Excel

1. Financial functions, data tables, loan amortization schedules
   - Naming Cells
   - PMT and PV functions
   - Data Tables
   - Amortization Schedule-Loan
   - Protecting Cells
2. Creating, sorting, querying a worksheet database
   - Adding computational fields to a database
   - Vlookup function
   - Sorting and filtering records
3. Creating templates, multiple worksheets and workbooks
   - Creating and using a template
   - round function
   - copying data/formulas among worksheets and workbooks

Simply Accounting

1. General Ledger Module
   - Set up chart of accounts
   - Record transactions in a general journal
   - Record correcting entries
   - Print financial statements
   - Prepare Bank Reconciliation Statements
2. Accounts Receivable Module
   - Setup procedures
   - Record transactions using sales and cash receipts journals
3. Accounts Payable Module
   - Setup procedures
   - Record transactions using purchases and cash payments journals
4. Payroll Module
   - Setup procedures
   - Prepare payrolls
   - Correct payroll cheques

5. Inventory Module
   - Setup procedures
   - Record the purchase and sale of inventory items
6. Project Costing Module
   - Creating Projects
   - Allocating revenues and costs to projects
   - Printing project reports

**O:**   Methods of Instruction

This course will be offered in a laboratory setting with instructor lecture/demonstration of concepts and the student completing case studies as assigned.

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

Shelly, Cashman and Misty E. Vermaat.  Microsoft Excel 2000 – Advanced Concepts and Techniques, Latest Edition.  Thompson Learning.

Zwicker, Brian.  Working with Simply Accounting, Latest Edition, Nelson Publishing.

**Q:**   Means of Assessment

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| Assignments | 15% |
| Project | 10% |
| Test 1 – Excel | 20% |
| Test 2 – Simply Accounting | 20% |
| Test 3 – Simply Accounting | 25% |
| Employability Skills (criterion referenced) | 10% |
| | 100% |

**R:**   Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes

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Course Designer(s)  **Neil Gillis**                    Education Council / Curriculum Committee  Representative

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Dean / Director  **Rosilyn G. Coulson**                    Registrar  **Trish Angus**

**Date:  September 2004**