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

B. Department / Commerce and Business Admin
Program Area: Office Administration

Revision [X] New Course [ ]

If Revision, Section(s) **C, H, I, J**
Revised:
Date of Previous Revision: **2003-09 new course**
Date of Current Revision: **2004-09**

C: OADM 1339 **D**: **Computer Bookkeeping II** **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 ACCPAC for Windows software, students will perform the setup procedures and complete routine and periodic processes related to the General Ledger, Accounts Receivable and Accounts Payable Modules.

G: Allocation of Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Lecture/Seminar

Number of Contact Hours: (per week / semester for each descriptor)

Lecture: 2 Hrs.
Seminar: 2 Hrs.

Number of Weeks per Semester:

15 weeks X 4 hours per week = 60 hours

H: Course Prerequisites:

English 11 with a grade of "C" or better or equivalent and OADM 1238

I: Course Corequisites:

OADM 1256 recommended

J: Course for which this Course is a Prerequisite

OADM 1401

K: Maximum Class Size:

30

L: PLEASE INDICATE**:**

[ ] 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. set up the General Ledger, Tax and Bank Services, Accounts Receivable and Account Payable Modules of ACCPAC for Windows.

2. record transactions in the General Ledger, Accounts Receivable and Accounts Payable Modules of ACCPAC for Windows.

3. perform periodic procedures related to the General Ledger, Accounts Receivable and Accounts Payable Modules of ACCPAC for Windows.

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

N: Course Content:

1. General Ledger Setup
   - System and Company Databases
   - Chart of Accounts
   - Source Codes and Source Journals

2. General Ledger-Routine and Periodic Procedures
   - Entering and Posting Batches
   - Error Correction
   - Adjusting Entries
   - Printing Financial Statements
   - Entering Budget Data

3. Tax and Bank Services
   - Adding tax classes, rates, groups
   - Adding Bank Records
   - Bank Reconciliation Reports

4. Accounts Receivable Setup
   - Adding Setup Records
   - Adding Customer Records

5. Accounts Receivable-Routine and Periodic Procedures
   - Processing invoices, cash receipts and adjustments
   - Processing interest and write-off batches

6. Accounts Payable Setup
   - Adding Setup Records
   - Adding Vendor Records

7.   Accounts Payable-Routine and Periodic Procedures

- Processing invoices, adjustments, payments and manual cheques

- Modifying/Deleting vendor records and printing 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

Zwicker, Brian. <u>ACCPAC for Windows</u>, Latest Edition. Nelson Publishing**.**

Q: Means of Assessment

Assignments	10%
Project	10%
Test 1 – GL	30%
Test 2 – AR	20%
Test 3 – AP	20%
Employability Skills (criterion based)	<u>10%</u>
	100%

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

Yes

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

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

Date: September 2004