



EFFECTIVE: SEPTEMBER 2003

CURRICULUM GUIDELINES

A. Division: Instructional Effective Date: September, 2003

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

If Revision, Section(s)
Revised:

Date of Previous Revision:
Date of Current Revision:

C: OADM 239 D: Computer Bookkeeping I E: 3

Subject & Course No.	Descriptive Title	Semester Credits
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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.

	er or equivalent and OADM 238 and OADM 256
	I: Course Corequisites: Nil

**J: Course for which this Course is a Prerequisite

OADM 401**

	<p>Record the purchase and sale of inventory items</p> <p>6. Project Costing Module</p> <p> Creating Projects</p> <p> Allocating revenues and costs to projects</p> <p> Printing project reports</p>														
O:	<p>Methods of Instruction</p> <p>This course will be offered in a laboratory setting with instructor lecture/demonstration of concepts and the student completing case studies as assigned.</p>														
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Shelly, Cashman and Misty E. Vermaat. <u>Microsoft Excel 2000 – Advanced Concepts and Techniques</u>, Latest Edition. Thompson Learning.</p> <p>Zwicker, Brian. <u>Working with Simply Accounting</u>, Latest Edition, Nelson Publishing.</p>														
Q:	<p>Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Assignments</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Project</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Test 1 – Excel</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Test 2 – Simply Accounting</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Test 3 – Simply Accounting</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Employability Skills (criterion referenced)</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments	15%	Project	10%	Test 1 – Excel	20%	Test 2 – Simply Accounting	20%	Test 3 – Simply Accounting	25%	Employability Skills (criterion referenced)	<u>10%</u>		<u>100%</u>
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	<u>100%</u>														
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>														

Course Designer(s) **Neil Gillis**

Education Council / Curriculum Committee Representative

Dean / Director **Jim Sator**

Registrar **Trish Angus**