



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

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

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

rse 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.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Seminar Lecture – 3 hours Seminar – 1 hour Number of Contact Hours: (per week / semester for each descriptor) 4 hrs. per week, 60 hrs. per semester 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 and OADM 1256	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite OADM 1401	
	K: Maximum Class Size: 30	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer College Credit Transfer: _____		

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:

- 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

Assignments	15%
Project	10%
Test 1 – Excel	20%
Test 2 – Simply Accounting	20%