

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 an accounting related 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., Mulbery, Keith M and Scheeren Judy. <u>Exploring Microsoft Excel Comprehensive 2007</u> , latest edition, Pearson Educational. Freedman, H. and Smith, C. <u>Learning Simply Accounting 2008 Pro</u> , 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%		
Tests:			
General Ledger	10%		
Accounts Receivable	10%		
Accounts Payable	10%		
Payroll	<u>10%</u>	40%	
Comprehensive Simply Accounting examination		<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): Rod Comrie

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