

Columbia College
Computerized Accounting Applications (MGMT 232)

Lecture 1

Course Outline

Semester Dates: July 21, 2014 – August 22, 2014

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Sreenivasa Thambiath, M.Comm., CGA Email: sreenivasat@columbia.ab.ca

Class Time: 1:00 pm – 5:00 pm (Tue/Thu) Room: 805-111

Credit: 3 Prerequisite: MGMT 122

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

In this course, students learn how to use computerized accounting software using a modular approach. Using a skills-oriented approach, this course will help students learn how to create and format financial statements as well as convert a manual system into a computerized model using computerized software application. Modules covered include a general ledger, accounts payable, and accounts receivable.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Explain the basics of how a computerized accounting software application works and how it can be used to enhance work productivity.
- Demonstrate how to use QuickBooks software application in “computerizing” general ledger, accounts payable, and accounts receivables accounts.
- Know how to convert a manual accounting system into a computerized accounting format.
- Use QuickBooks for Windows for various business applications.

Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

Required Textbooks and Equipment:

Heaney, C. (2012). *Using QuickBooks Premier 2012 for Windows*. Toronto, ON: Pearson Education Canada, 2011..

Recommended Readings and Resources:

Students may access these sources from the College and from home.

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>
Username: cc-library
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>
Password: cclibrary09

Homework Assignment Due for the First Class:

1. Read Chapters 1 and 2 of your text, *Using QuickBooks Premier 2012 for Windows*.
2. Prepare for a test based on the assigned reading at the start of class [worth 2%]. Test will cover Notes highlighted by the green columns to the left and right of the pages. (Example: on p. 56, see three notes on left-hand side).
3. Load up www.cutepdf.com onto your computer so that you can print out in pdf format all of your reports.
4. Download the latest Quickbooks version from the website www.intuit.ca.
<http://quickbooks.intuit.ca/accounting-software/free-quickbooks-download.jsp> and obtain a trial version password. Once you have downloaded the software and registered for a trial password, open up Quickbooks prior to coming to class.
5. Read this syllabus and prepare to discuss in class.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Assignments #1, 2, and 3	Class 3, 5, 7	40% (13.33% each)
Quizzes	Classes 1 through 8	20% (2.5% each)
Final Exam	Class 10	40%

Please note that all homework and assignments are due at the beginning of each class.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

Please note that to pass this course you must earn at least a "D" (a minimal pass).

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an Application for *Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none">• Introduction and Course Overview• Getting Started• PST and GST	<ul style="list-style-type: none">• Chapters 1, 2
2	<ul style="list-style-type: none">• Cash Transactions• General Journal Transactions	<ul style="list-style-type: none">• Chapters 3, 4
3	<ul style="list-style-type: none">• Creating a New Company	<ul style="list-style-type: none">• Chapter 5• Assignment #1 Due
4	<ul style="list-style-type: none">• Vendor Transactions• Customer Transactions	<ul style="list-style-type: none">• Chapters 6, 7
5	<ul style="list-style-type: none">• Discounts, Estimates and Orders• Banking, Taxes, and Credit Cards	<ul style="list-style-type: none">• Chapters 8, 9• Assignment #2 Due
6	<ul style="list-style-type: none">• Company Setup	<ul style="list-style-type: none">• Chapter 10
7	<ul style="list-style-type: none">• Payroll Transactions	<ul style="list-style-type: none">• Chapter 11• Assignment #3 Due
8	<ul style="list-style-type: none">• Inventory Transactions	<ul style="list-style-type: none">• Chapter 12
9	<ul style="list-style-type: none">• Final Exam Review• Recap	
10	<i>Final Exam – 3 hrs.</i>	

Appendix 1 Assignment Outlines

Assignment 1 Due Date: Class 3 Weight: 13.33%

Using the source documents on page 76, 77 and 78 of the text book, enter all these transactions into data file of "Chelsea's Chocolates".

Print the following financial statements:

- Income statement for the period from 11-01-2014 to 11-30-2014
- Balance Sheet for the period ending 11-30-2014

Assignment 2 Due Date: Class 5 Weight: 13.33%

Using the source documents at the end of Chapter 4 on pages 207, 208, 209, 210, 211 & 212 of the text book, enter all these transactions into data file of " River Run ".

Print the following financial statements:

- Statement of income and expenses statement for the period from 01-01-2014 to 06-30-2014
- Balance Sheet for the period ending 06-30-2014

Assignment 3 Due Date: Class 7 Weight: 13.33%

Using the source documents at the end of Chapter 9 on pages 517 to 526 of the text book, enter all these transactions into data file of " Darya's Dance Studio".

Print the following financial statements:

- Statement of income and expenses statement for the period from 01-01-2014 to 09-30-2014
- Balance Sheet for the period ending 09-30-2014

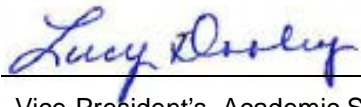
Quizzes Due Date: Each class from classes 1 through 8. Weight: 20% (2.5% per test)

Students will be expected to read the assigned chapters in the text and other assigned readings and be prepared to write a graded quiz based on these reading assignments.

Final Exam Due Date: Class 10 Weight: 40%

Students will be required to write a final exam consisting of 120 multiple-choice questions covering the content of classroom learning and assigned text and other readings.

Approval:



Vice-President's, Academic Signature

July 10, 2014

Date



Registrar's Signature

July 10, 2014

Date