

Office Administration

Winter 2020

OA 109A, Computerized Accounting 1*2 Credits, 4 hours*

Students will be introduced to the most commonly utilized accounting software in small business. Students will work with the accounting records of several different small businesses organized as sole proprietorships and partnerships. Current payroll legislation will also be covered.

Prerequisite: OA108 Introductory Accounting I

Instructor

Amani Edwards
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Office Hours

Monday to Friday 12:00 p.m. - 12:50 p.m.

Hours of Instruction

Monday	1:00 p.m. – 2:50 p.m.	(S107)
Thursday	1:00 p.m. – 2:50 p.m.	(S107)

Required Resources

Using Sage 50 Accounting 2018 Plus Student DVD, Purbhoo, Canadian Edition, ISBN: 9780134859682
USB storage device, notebook and/or binder

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Know the differences between manual and computerized accounting.
- Understand automated principles and practices for the general ledger, accounts payable, accounts receivable and payroll.
- Apply manual accounting concepts and principles to an automated system for a general ledger, accounts payable, accounts receivable and payroll.
- Learn the importance of following instructions.
- Produce required output within a given time period.
- Understand the terms relevant to the federal Goods and Services Tax.
- Understand the different methods of accounting for the GST.
- Understand how to file for remittance or refund.
- Complete adjusting and closing entries for end of fiscal period work.
- Print all financial statements and report

Evaluation

Assignments	40%
Quizzes	30%
Final Exam	30%
Total	100%

A grade of C- is required for progression or transfer.

Grading System

The minimum standard for passing this course is a grade of C- (60%).

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 - 98.9
	A-	3.7	90 - 94.9
Good	B+	3.3	85 - 89.9
	B	3.0	80 - 84.9
	B-	2.7	75 - 79.9
Satisfactory	C+	2.3	70 - 74.9
	C	2.0	65 - 69.9
Progression/Min Pass	C-	1.7	60 - 64.9
	D+	1.3	55 - 59.9
	D	1.0	50 - 54.9
	F	0.0	< 50

Required Skills & Abilities

Enrolment in the Office Administration program and courses, requires the following skills and abilities:

Behavioural

- Ability to work independently or as a member of a group or team
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or that involve conflict
- Ability to listen and follow instructions
- Ability to manage time and meet deadlines

Cognitive

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

Environmental Ability to function in the presence of each of the following commonly encountered and unavoidable environmental factors:

- distractions
- noise
- unpredictable behaviour of others

Psychomotor

- perform repetitive movements and tasks
- perform complex sequences of hand-eye coordination

Technical

- Ability to use a desktop/laptop computer
- Ability to navigate the college's online Learning Management System (Moodle) and other publisher-specific LMS.

Proposed Schedule of Topics

OA 109 – Computerized Accounting 1		
Tentative Schedule		
Date	Monday	Thursday
Week 1 Jan 6 – 10	Intro to course Chapter 1: Getting Started	Chapter 2: GST, HST and PST
Week 2 Jan 13 – 17	Chapter 3: Binh's Bins (G/J)	Binh's Bins
Week 3 Jan 20 – 24	Binh's Bins Due	Chapter 4: Love It Again (G/L)
Week 4 Jan 27 – 31	Love It Again	Love It Again Due Chapter 5: Groen Fields (A/P)
Week 5 Feb 3 – 7	Groen Fields	Groen Fields Due Chapter 6: Phoebe's Photo Studio (A/R)
Week 6 Feb 10 – 14	Phoebe's Photo Studio	Phoebe's Photo Studio Due Chapter 7: Air Care Services(A/R, A/P)
Week 7 Feb 17 – 21	Reading Week – No Class	Reading Week – No Class
Week 8 Feb 24 – 28	Air Care Services	Air Care Services Due Chapter 8: Helena's Academy (Pay)
Week 9 Mar 2 – 6	Helena's Academy	Helena's Academy Due Chapter 10: Flabuless Fitness (Inv)
Week 10 Mar 9 – 13	Flabuless Fitness	Flabuless Fitness Due Chapter 11: Andersson Chiropractic (O/Q/D)
Week 11 Mar 16 – 20	Andersson Chiropractic	Andersson Chiropractic Due Chapter 15: Tesses Tresses (Bank)
Week 12 Mar 23 – 27	Tesses Tresses	Tesses Tresses Due Chapter 17: Stratford Country Inn
Week 13 Mar 30 – Apr 3	Stratford Country Inn	Stratford Country Inn Due
Week 14 Apr 6 – 10	Review	Review
Final Exam Week		

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss

the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.