Office Administration

Wintel 2021

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
Office location: S111E
Phone number: 780-791-8956
amani.edwards@keyano.ca

Office Hours

Monday and Thursday	1:00 p.m. to 2:50 p.m.
Wednesday	3:00 p.m. to 3:50 p.m.

Hours of Instruction

Tuesday	1:00 p.m. – 2:50 p.m.	Online
Thursday	10:00 a.m. – 11:50 a.m.	Online

Required Resources
Using Sage 50 Accounting 2020, Purbhoo, Canadian Edition, ISBN: 9780136655930
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/ Application Projects	50%
Quizzes	25%
Class Participation and Attendance	5%
Final Exam	20%
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
	A+	4.0	> 98.9
Excellent	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
	B+	3.3	85 – 89.9
Good	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
	C+	2.3	70 – 74.9
Satisfactory	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	**Tuesday**	**Thursday**
Week 1 Jan 4 – 8	**No Class**	Intro to course Chapter 1: Getting Started
Week 2 Jan 11 – 15	Chapter 2: GST, HST and PST	Chapter 3: Binh's Bins (G/J)
Week 3 Jan 18 – 22	Binh's Bins	Binh's Bins Due
Week 4 Jan 25 – 29	Chapter 4: Love It Again (G/L)	Love It Again
Week 5 Feb 1 – 5	Love It Again Due Chapter 5: Groen Fields (A/P)	Groen Fields
Week 6 Feb 8 – 12	Groen Fields Due Chapter 6: Phoebe's Photo Studio (A/R)	Phoebe's Photo Studio
Week 7 Feb 15 – 19	**Reading Week – No Class**	**Reading Week – No Class**
Week 8 Feb 22 – 26	Phoebe's Photo Studio Due Chapter 7: Air Care Services(A/R, A/P)	Air Care Services
Week 9 Mar 1 – 5	Air Care Services Due Chapter 8: Helena's Academy (Pay)	Helena's Academy
Week 10 Mar 8 – 12	Helena's Academy Due Chapter 10: Kara's Kitchen (Inv)	Kara's Kitchen
Week 11 Mar 15 – 19	Kara's Kitchen Due Chapter 11: Andersson Chiropractic (O/Q/D)	Andersson Chiropractic
Week 12 Mar 22 – 26	Andersson Chiropractic Due Chapter 15: Tesses Tresses (Bank)	Tesses Tresses
Week 13 Mar 29 – Apr 2	Tesses Tresses Due Chapter 17: Stratford Country Inn	Stratford Country Inn
Week 14 Apr 5 – 9	Stratford Country Inn Due	Wrap-up and 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](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and 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 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; and
- 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 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 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 may not be graded until you show this signed certificate.

Specialized Supports
The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The Library has evening and weekend hours. Please check [keyano.ca/library](#) for current hours.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during virtual service delivery.

Wellness Services: 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. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person during the fall semester. For library service supports and inquiries, please email askthelibrary@keyano.ca.

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a Book a Librarian request using the online form found here.

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following Subject Guides link

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the Research Help Library page.

Skill Centre: provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email Skill.centre@keyano.ca to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the Keyano Skill Centre homepage.

E-Learning
Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

Internet Speed
Minimum Internet speeds of 5 Mbps.
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).
Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software	**Minimum Requirements:** A Macintosh (V10.14 and above) **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.
Recommended Requirements · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.	**Recommended Requirements** · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers.

A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

Specific department requirements:
Business and OA programs require Windows 10.
Respondus LockDown Browser
Other programs may utilize Windows based tools as well.
A working webcam and microphone

Computer Software
Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by [clicking here](#).

Recording of lectures and Intellectual Property
Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus, no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

ITS Helpdesk
If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.