Course Outline

Office Administration
Winter 2017

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 1

Instructor

Pam Wenaus
Office location: S111E
Phone number: 780-791-8956 pam.wenaus@keyano.ca

Office Hours

Monday 1:00 p.m. – 1:50 p.m.
Tuesday 12:00 p.m. – 12:50 p.m.
Wednesday 1:00 p.m. – 1:50 p.m.
Thursday 1:00 p.m. – 1:50 p.m.
Friday 11:00 a.m. – 11:50 a.m.

Hours of Instruction

Monday 2:00 p.m. – 3:50 p.m.
Thursday 2:00 p.m. – 3:50 p.m.

Required Resources

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 reports.
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 progression is C- (60%); a minimum pass is D (50%).

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 98.9</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>95 - 98.9</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90 - 94.9</td>
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<td>B</td>
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<td>B-</td>
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<td>Satisfactory</td>
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<td>C-</td>
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<tr>
<td>Poor</td>
<td>D+</td>
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<td>55 - 59.9</td>
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<tr>
<td>Min Pass</td>
<td>D</td>
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<td>50 - 54.9</td>
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<tr>
<td>Failure</td>
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Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Jan 9 – 13</th>
<th>Monday</th>
<th>Chapter 1: Getting Started</th>
<th>Thursday</th>
<th>Chapter 2: GST, HST and PST</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Jan 16 – 20</td>
<td>Chapter 3: Muriel’s Murals (G/J)</td>
<td>Muriel’s Murals Due</td>
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<td>Week 3</td>
<td>Jan 23 – 27</td>
<td>Chapter 4: Love It Again (G/L)</td>
<td>Love It Again Due</td>
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<td>Week 4</td>
<td>Jan 30 – Feb 3</td>
<td>Chapter 5: Groen Fields (A/P)</td>
<td>Groen Fields Due</td>
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<td>Week 5</td>
<td>Jan Feb 6 – 10</td>
<td>Chapter 6: Phoebe's Photo Studio (A/R)</td>
<td>Phoebe's Photo Studio Due</td>
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<td>Week 6</td>
<td>Feb 13 – 17</td>
<td>Chapter 7: Air Care Services (A/R, A/P)</td>
<td>Air Care Services Due</td>
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<td>Week 7</td>
<td>Feb 20 – 24</td>
<td>Family Day – No Class</td>
<td>Review</td>
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<td>Week 8</td>
<td>Feb 27 – Mar 3</td>
<td>Reading Week – No Class</td>
<td>Reading Week – No Class</td>
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<td>Week 9</td>
<td>Mar 6 – 10</td>
<td>Chapter 8: Helena’s Academy (Pay)</td>
<td>Helena’s Academy Due</td>
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<td>Week 10</td>
<td>Mar 13 – 17</td>
<td>Chapter 10: Flabuless Fitness (Inv)</td>
<td>Flabuless Fitness Due</td>
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<td>Week 11</td>
<td>Mar 20 – 24</td>
<td>Chapter 11: Andersson Chiropractic (O/Q/D)</td>
<td>Andersson Chiropractic Due</td>
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<td>Week 12</td>
<td>Mar 27 – 31</td>
<td>Chapter 15: Tesses Tresses (Bank)</td>
<td>Tesses Tresses Due</td>
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<td>Week 13</td>
<td>Apr 3 – 7</td>
<td>Chapter 17: Stratford Country Inn</td>
<td>Stratford Country Inn Due</td>
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<td>Week 14</td>
<td>Apr 10 – 14</td>
<td>Review</td>
<td>Review</td>
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<td>Final Exams</td>
<td>Apr 18 – 24</td>
<td>Final Exam Week</td>
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**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**

**Counselling and Accessibility Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

**SKILL Centre**

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.