OA109 Computerized Accounting I

2 Credits, 16 weeks, 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
Tami Kane
Office location: S111E
Phone number: 780-791-8956
tami.kane@keyano.ca

Office Hours
Monday 12:00 p.m. – 2:00 p.m.
Tuesday 11:00 a.m.– 12:00 p.m.
Thursday 1:00 p.m. – 2:00 p.m.
Friday 11:00 a.m.– 12:00 p.m.

Hours of Instruction
Section A Section B
Monday 2:00 p.m.– 3:50 p.m. Tuesday 2:00 p.m.– 3:50 p.m.
Thursday 11:00 a.m.– 12:50 a.m. Friday 1:00 p.m. – 2:50 p.m.

Required Resources
USB storage device, notebook and/or binder

Course Outcomes

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

Audits 30%
Quizzes 30%
Logbook 10%
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>
</tr>
</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>
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<td>A-</td>
<td>3.7</td>
<td>90 – 94.9</td>
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<tr>
<td>Good</td>
<td>B+</td>
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<td>85 – 89.9</td>
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<td>B</td>
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<td>80 – 84.9</td>
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<tr>
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<td>B-</td>
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<td>75 – 79.9</td>
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<tr>
<td>Satisfactory</td>
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<tr>
<td></td>
<td>C-</td>
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<tr>
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<td>D+</td>
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<tr>
<td>Min Pass</td>
<td>D</td>
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<tr>
<td>Failure</td>
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## Proposed Schedule of Topics

### Computerized Accounting OA109

#### IMPORTANT DATES 2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 5-9</td>
<td>Intro to course. Start data file. GST, HST and PST</td>
</tr>
<tr>
<td>2</td>
<td>Jan 2-16</td>
<td>Intro to Muriel's Murals (General Ledger) Quiz – Setup and Taxes</td>
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<tr>
<td>3</td>
<td>Jan 19-23</td>
<td>Audit 1 Due (Muriel’s Murals) Intro to Toss for Tots (G/L)</td>
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<tr>
<td>4</td>
<td>Jan 26-30</td>
<td>Audit 2 Due (Toss for Tots) Intro to Chai Tea Room (A/P)</td>
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<tr>
<td>5</td>
<td>Feb 2-6</td>
<td></td>
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<tr>
<td>6</td>
<td>Feb 9-13</td>
<td>Audit 3 Due (Chai Tea) Intro to Phoebe’s Photo (A/R)</td>
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<tr>
<td>7</td>
<td>Feb 16-20</td>
<td>No Classes Feb 16 – Family Day Audit 4 Due (Phoebe’s Photo) Intro to Air Care Services</td>
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<td>8</td>
<td>February 23 – 27</td>
<td>Reading Week – No Classes</td>
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<tr>
<td>9</td>
<td>Mar 2-6</td>
<td>Quiz - Midterm</td>
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<tr>
<td>10</td>
<td>Mar 9-13</td>
<td>Audit 5 Due (Air Care) Intro to Helena’s Academy (PR)</td>
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<tr>
<td>11</td>
<td>Mar 16-20</td>
<td>Audit 6 Due (Helena) Intro to Limelight Laundry (PR)</td>
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<td>12</td>
<td>Mar 23-27</td>
<td>Audit 7 Due (Limelight) Intro to Flabuless Fitness (Inv)</td>
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<td>13</td>
<td>Mar 30-Apr 3</td>
<td>Audit 8 Due (Flabuless Fitness) Intro to Tesses Tresses No Classes Apr 3 – Good Friday</td>
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<td>14</td>
<td>Apr 6-10</td>
<td>No Classes April 6 – Easter MondayAudit 9 Due (Tesses Tresses)</td>
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<td>15</td>
<td>Apr 13-17</td>
<td>Review for FINAL EXAM Logbook Due</td>
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<tr>
<td>16</td>
<td>Apr 20-27</td>
<td>Final Exam Week</td>
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**Please Note:**
Date and time allotted to each topic is subject to change. 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.
Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students’ 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

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability 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.
Authorization
This course outline has been reviewed and approved by the Program Chair.

________________________________________
Tami Kane, Instructor

Gina Langager, Chair Date Authorized

Guy Harmer, Dean Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office