

Office Administration

Winter 2018

OA 109, 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
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Office Hours

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

Hours of Instruction

Tuesday	10:00 a.m. – 11:50 a.m.
Thursday	10:00 a.m. – 11:50 a.m.

Required Resources

Using Sage 50 Accounting 2016 Plus Student DVD -- Access Card Package, 1/e, Purbhoo, Canadian Edition, Kit/Package/ShrinkWrap; ISBN-10: 013458578X ISBN-13: 9780134585789
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%).

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	C-	60 - 64.9
Poor	D+	1.3	55 - 59.9
Min Pass	D	1.0	50 - 54.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

OA 109 – Computerized Accounting 1		
Tentative Schedule		
Date	Monday	Thursday
Week 1 Jan 8 – 12	Intro to course Chapter 1: Getting Started	Chapter 2: GST, HST and PST
Week 2 Jan 15 – 19	Chapter 3: Muriel's Murals (G/J)	Muriel's Murals
Week 3 Jan 22 – 26	Muriel's Murals Due	Chapter 4: Love It Again (G/L)
Week 4 Jan 29 – Feb 2	Love It Again	Love It Again Due Chapter 5: Groen Fields (A/P)
Week 5 Feb 5 – 9	Groen Fields	Groen Fields Due Chapter 6: Phoebe's Photo Studio (A/R)
Week 6 Feb 12 – 16	Phoebe's Photo Studio	Phoebe's Photo Studio Due Chapter 7: Air Care Services(A/R, A/P)
Week 7 Feb 19 – 23	Reading Week – No Class	Reading Week – No Class
Week 8 Feb 26 – Mar 2	Air Care Services	Air Care Services Due Chapter 8: Helena's Academy (Pay)
Week 9 Mar 5 – 9	Helena's Academy	Helena's Academy Due Chapter 10: Flabulous Fitness (Inv)
Week 10 Mar 12 – 16	Flabulous Fitness	Flabulous Fitness Due Chapter 11: Andersson Chiropractic (O/Q/D)
Week 11 Mar 19 – 23	Andersson Chiropractic	Andersson Chiropractic Due Chapter 15: Tesses Tresses (Bank)
Week 12 Mar 26 – 30	Tesses Tresses	Tesses Tresses Due Chapter 17: Stratford Country Inn
Week 13 Apr 2 – 6	Stratford Country Inn	Stratford Country Inn Due
Week 14 Apr 9 – 13	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

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.