

**AC235**  
**Computerized Accounting**

**3 Credits**

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## AC235 Version: 18



# Computerized Accounting

## Calendar Description

This is an introductory course in computerized accounting. The student gains experience using Sage 50 Accounting and through it a basic knowledge of a fully integrated Windows based accounting system. The modules of the software to be explored include the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory & Services, and Project. **NOTE: This software only operates on Windows-based machines; it is not compatible with Apple-based systems (Mac's). Students must have access to a Windows-based machine for any 'off-campus' work.**

## Rationale

This is a required course for the Accounting Technician program and the Accounting major of the Business Administration program. This course can be used as an elective for the other Business programs. Credit transfer has been negotiated with the Canadian Institute of Bookkeeping.

As numerous as there are businesses are their information needs. Critical to businesses' information needs is their financial reporting system. Due to the relatively low cost of computerization and the need for business to have timely, accurate financial information to be successful, businesses see the value of having their accounting records on computer. Students who work in financial services, particularly public accounting, must therefore have the background in this area to assist their clients. The purpose of this course is to provide the student with the basic knowledge required to operate Sage 50 Accounting

## Prerequisites

AC130

## Co-Requisites

None

## Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. operate the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory & Services and Project modules of Sage 50 Accounting.
2. plan and design a simple automated system from a manual set of books.

## Resource Materials

### *Required Text:*

Freedman, H. & Smith, C. (2020). *Learning Sage 50 Accounting 2019 - A Modular Approach.*

(20th ed). Toronto, ONT.: Nelson Education Ltd.

### *Reference Text:*

Handouts as applicable.

## Conduct of Course

This course is spent entirely in the lab. The course consists of a combination of demonstrations and lab activities during each class meeting. The course takes a "hands-on" approach to learning.

Students progress through the units and their levels of mastery vary according to their experience, aptitude, and computer time available outside of class. Students are therefore encouraged to proceed at their own speed and level while the instructor maintains a minimum pace and mastery level to enable most if not all students to successfully complete the course within the allocated time.

## Evaluation Procedures

Students are tested on materials from readings, hand-outs, and assigned problems.

A final grade is determined in the following manner:

Assignments: 10 @ 3%	30%
Midterm Exams: 2 @ 15%	30%
Final Exam	<u>40%</u>
TOTAL	100%

Students must hand in at least 80% of all assignments and attempt all exams in order to receive a grade. No rewrites are offered.

All marks are recorded as percentages and then converted to a final letter grade according to the following criteria:

### Grade Equivalents and Course Pass Requirements

*A minimum grade of D (50%) (1.00) is required to pass this course.*

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

**Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.**

### Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

The instructor will recommend that the Registrar withdraw any student who does not meet the established attendance requirements. A failing grade of RW (Required to Withdraw) will appear on the student's transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

*Instructors have the authority to require attendance at classes.*

### Course Units/Topics

Unit	Topical Content	Resource Material
1	Getting Started and General Ledger Module	Chapter 1
2	The Receivables Module	Chapter 2
3	The Payables Module	Chapter 3
4	Setting Up a Company	Chapter 4
5	Review of Chapters 1-4	Chapter 5 and 6

6	Payroll Module, Setup and Processing	Chapter 7
7	Inventory Module, Setup and Transactions	Chapter 8
8	Inventory Module, Using Inventory and Services	Chapter 8
9	Month-End / Year-End	Chapter 9 and 10
10	Project Module, Setup and Transactions	Chapter 11
11	Bank Reconciliation	Chapter 12
	<b>Comprehensive Exam</b>	



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