



EFFECTIVE: MAY, 2008
CURRICULUM GUIDELINES

A: Division: Education Effective Date: May, 2008

B: Department/ Commerce & Business Admin. New Course Revision

Program Area: Accounting Management

If Revision, Section(s) Revised: H

Date of Previous Revision: September, 2004

Date of Current Revision: May, 2008

C: ACCT 1220 D: Computerized Accounting E: 3

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description: This course will introduce the student to the concepts and practices of computerized accounting. This course will build on and apply previously acquired accounting and computer skills. In addition to spreadsheet techniques and applications using Excel, the student will learn ACCPAC for WINDOWS: General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.</p>		
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture and Laboratory</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture 2 hours/week Laboratory 3 hours/week</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 5 Hours Per Week = 75 Hours</p>	<p>H: Course Prerequisites:</p> <p>(ACCT 1110 with a grade of C+ or better OR ACCT 1210 with a grade of C or better OR ACCT 1235 with a grade of C or better) AND CSIS 1110 with a grade of C or better and Academic English 12 with a grade of C or better.</p>	
	<p>I. Course Corequisites:</p> <p>Nil</p>	
	<p>J. Course for which this Course is a Prerequisite:</p> <p>ACCT 2310 and ACCT 2320 and ACCT 2410 and ACCT 2420</p>	
	<p>K. Maximum Class Size:</p> <p>30</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input type="checkbox"/> College Credit Non-Transfer</p> <p><input checked="" type="checkbox"/> College Credit Transfer:</p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>		

M: Course Objectives/Learning Outcomes

At the end of the course, the successful student should be able to:

1. create accounting-related spreadsheets and charts by applying previously acquired accounting skills and

P: Textbooks and Materials to be Purchased by Students

Grauer, Robert T. and Maryann Barber. Exploring Microsoft Excel 2000, latest edition, Pearson Educational.
Zwicker, Brian. ACCPAC for Windows: SB Series Software, latest edition, Nelson Thomson Learning.

ACCT 1110 or ACCT 1235 text or equivalent.

Q: