A. Division: Instructional Effective Date: September, 2003

B. Department / Commerce and Business Admin Revision ☐ New Course ☒ X
Program Area: Office Administration

If Revision, Section(s)
Revised:
Date of Previous Revision:
Date of Current Revision:

C: OADM 339 **D**: Computer Bookkeeping II **E:**

e set up procedures and complete routine and
period processes related to the General Ledger, Accounts Receivable and Accounts Payable Modules. r

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. set up the General Ledger, Tax and Bank Services, Accounts Receivable and Account Payable Modules of ACCPAC for Windows.
2. record transactions in the General Ledger, Accounts Receivable and Accounts Payable Modules of ACCPAC for Windows.
3. perform periodic procedures related to the General Ledger, Accounts Receivable and Accounts Payable Modules of ACCPAC for Windows.
4. exhibit a high standard of behavior with respect to attendance, punctuality, positive attitude and respect for others.

N: Course Content:

1. General Ledger Setup

    System and Company Databases

    Chart of Accounts

    Source Codes and Source Journals

2. General Ledger-Routine and Periodic Procedures

    Entering and Posting Batches

    Error Correction

    Adjusting Entries

    Printing Financial Statements

    Entering Budget Data

3. Tax and Bank Services

    Adding tax classes, rates, groups

    Adding Bank Records

    Bank Reconciliation Reports

4. Accounts Receivable Setup

    Adding Setup Records

    Adding Customer Records

5. Accounts Receivable-Routine and Periodic Procedures

    Processing invoices, cash receipts and adjustments

    Processing interest and write-off batches

6. Accounts Payable Setup

    Adding Setup Records

    Adding Vendor Records

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7.   Accounts Payable-Routine and Periodic Procedures

Processing invoices, adjustments, payments and manual cheques

Modifying/Deleting vendor records and printing reports

O: Methods of Instruction

This course will be offered in a laboratory setting with instructor lecture/demonstration of concepts and the student completing case studies as assigned.

P: Textbooks and Materials to be Purchased by Students

Zwicker, Brian. ACCPAC for Windows, Latest Edition. Nelson Publishing**.**

Q: Means of Assessment

Assignments	10%
Project	10%
Test 1 – GL	30%
Test 2 – AR	20%
Test 3 – AP	20%
Employability Skills (criterion based)	10%
	100%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes

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