A.	Division:	Instructional		Effective Date:		**September 2004**	
B.	Department / Program Area:	Commerce and Business Admin Office Administration		Revision	**X**	New Course	**3**

	39	**D**:	**Computer Bookkeeping II**	**E:**	**3**

Subject & Course No.

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computerized accounting.
Using ACCPAC for Windows software, students will perform the setup procedures and complete routine and periodic processes related to the General Ledger, Accounts Receivable and Accounts Payable Modules.

G:	Allocation of Contact Hours to Type of Instruction / Learning Settings	**H:**	Course Prerequisites:
	Primary Methods of Instructional Delivery and/or Learning Settings:		**English 11 with a grade of "C" or better or equivalent and OADM 1238**
	Lecture/Seminar	**I:**	Course Corequisites:
			OADM 1256 recommended
	Number of Contact Hours: (per week / semester for each descriptor)	**J:**	Course for which this Course is a Prerequisite
	Lecture: 2 Hrs. **Seminar: 2 Hrs.**		**OADM 1401**
	Number of Weeks per Semester:	**K:**	Maximum Class Size:
	15 weeks X 4 hours per week = 60 hours		**30**

L:	PLEASE INDICATE**:**
	☐ Non-Credit
	X College Credit Non-Transfer
	College Credit Trans

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

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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

Course Designer(s) **Neil Gillis**

Education Council / Curriculum Committee Representative

Dean / Director **Rosilyn G. Coulson**

Registrar **Trish Angus**

Date: September 2004