



**Cambrian College**  
**School of Business,**  
**Creative Industries, and**  
**Information Technology**  
**Course Outline**

We acknowledge and respect that we are gathered on the traditional lands of the Anishnaabe People of Turtle Island and proudly recognize our local host Atikameksheng Anishnawbek. We also recognize the contributions of Wahnapiatae First Nation and the Metis Nation of Ontario.

Course Title	Accounting Applications				
Course Code:	ACC1060	Credit Value:	3	Credit Hours:	42
Programs:	ACBU Business Administration - Accounting BUAO Business - Accounting - Online BUAP Business - Accounting				
Equivalencies		Prerequisites		Corequisites	

This course may be delivered in a variety of different formats: 100% in-class, 100% online (or a blend of both), videoconferencing, distributed learning or off-campus. Please confirm with your faculty member which format will be used for your section of this course.

General Education Course:	<input type="checkbox"/>	Degree Breadth Course:	<input type="checkbox"/>
Eligible for PLAR:	<input checked="" type="checkbox"/>	Research Intensive Course Designation:	<input type="checkbox"/>
Experiential Learning:	<input type="checkbox"/>		

**COURSE DESCRIPTION**

In this course, students will explore computerized financial management applications used by financial managers and accountants to support the operational decision-making process. Students will gain practical hands-on experience recording financial transactions, creating financial statements, and reviewing reports for accuracy and financial analysis. Students will also explore Enterprise Resource Planning (ERP) software, cloud-based accounting applications and the impact of artificial intelligence and automation on the accounting profession.

Date: June 01, 2023

Approved by: 

PARVINDER ARORA  
 Dean, School Of Business, Creative  
 Industries, And Information Technology

Effective: Fall 2023, Winter 2024, Spring 2024

## RELATIONSHIP TO PROGRAM VOCATIONAL LEARNING OUTCOMES

PROGRAM LEVEL	
This course contributes to your program by allowing you to demonstrate the following vocational learning outcomes:	
Program(s)	Vocational Learning Outcomes
Business Administration - accounting	<p><b>Ministry Standards</b></p> <ol style="list-style-type: none"> <li>1. Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.</li> <li>2. Analyze and evaluate, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations.</li> <li>3. Analyze and evaluate an organization's internal control system, taking risk management into account.</li> </ol>
Business - Accounting - Online	<p><b>Ministry Standards</b></p> <ol style="list-style-type: none"> <li>1. Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.</li> <li>2. Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations.</li> <li>3. Outline the elements of an organization's internal control system and risk management.</li> </ol>
Business - Accounting	<p><b>Ministry Standards</b></p> <ol style="list-style-type: none"> <li>1. Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorship, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.</li> <li>2. Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operation.</li> <li>3. Outline the elements of an organization's internal control system and risk management.</li> </ol>

## COURSE CURRICULUM

### Topics/Concepts Covered in This Course

- Accounting File Management
- General Journal
- Accounts Payable and Accounts Receivable
- Inventory
- Payroll
- Banking

## Topics/Concepts Covered in This Course

- Enterprise resource planning and cloud applications
- Automation and Artificial Intelligence

<b>COURSE LEVEL: Learning Outcomes and Objectives</b>	
To earn credit for this course, you must reliably demonstrate your ability to:	
<b>Learning Outcome</b>	<b>Objectives</b>
1. Using accounting software to open, save, backup, and restore data files	1.1 Open a working copy to access accounting data files 1.2 Restore backup files to access existing accounting data 1.3 Save and backup accounting files
2. Process transactions in the general journal	2.1 Create and modify the chart of accounts 2.2 Enter, edit, review and post various transactions in the general journal 2.3 Adjust journal entries after posting 2.4 Display and print general ledger and general journal reports
3. Process vendor payable transactions	3.1 Add, modify, view and remove vendor accounts 3.2 Create purchase quotes, orders and invoices 3.3 Update and adjust invoices 3.4 Perform payments to vendors 3.5 Explain Payables Ledger linked accounts 3.6 Display and print payables journal entries and reports 3.7 Review reports for accuracy and financial analysis
4. Process customer sales transactions	4.1 Add, modify, view and remove customer accounts 4.2 Create sales quotes, order and invoices 4.3 Update and adjust invoices 4.4 Receive payments from customers 4.5 Enter sales returns 4.6 Explain Receivable Ledger linked accounts. 4.7 Display and print receivables journal entries and reports 4.8 Review reports for accuracy and financial analysis
5. Setup and process inventory transactions	5.1 Add new inventory 5.2 Setup Inventory pricing categories 5.3 Adjust inventory 5.4 Enter inventory-related purchase and sale transactions 5.5 Enter returns on sales and purchases 5.6 View inventory reports 5.7 Describe the integration of the Inventory Ledger with the Payables, Receivables and General Ledgers

Learning Outcome	Objectives
6. Process payroll transactions	6.1 Setup employees and payroll module 6.2 Enter new employees and personal information 6.3 Setup tax rates, CPP, EI 6.4 Perform pay runs and issue pay cheques 6.5 Reverse payroll mistakes 6.6 Review T4 slips and print the payroll journal
7. Process banking, credit card, and remittance transactions	7.1 Prepare bank deposits 7.2 Make payment to credit card accounts 7.3 Prepare and submit tax remittances 7.4 Apply tax to interprovincial and foreign transactions 7.5 Review transaction reports for bank accounts
8. Explore Enterprise Resource Planning and Cloud Applications	8.1 Compare and contrast Sage50 and Quickbooks 8.2 Explore Enterprise Resource Planning Software 8.3 Review custom accounting software vs. off-the-shelf accounting software 8.4 Cloud accounting software (Quickbooks Online, Sage50 Cloud Accounting, Xero)
9. Explore the impact of artificial intelligence and automation on the accounting profession	9.1 Define artificial intelligence and automation 9.2 Explore the impact of A.I. and automation in modern enterprises, with emphasis on the accounting profession

## Essential Employability Skills

### Communication

- communicate clearly in written, spoken, and visual form that fulfills purpose/needs of audience.
- respond to written, spoken, or visual messages in a manner that ensures effective communication.

### Information Management

- locate, select, organize, and document information using appropriate technology and info systems.
- analyze, evaluate, and apply relevant information from a variety of sources.

### Numeracy

- execute mathematical operations accurately.

### Interpersonal

- not applicable

### Critical Thinking and Problem Solving

- apply a systematic approach to solve problems.
- use a variety of thinking skills to anticipate and solve problems.

### Personal

- not applicable

## Delivery Method

- Classroom: Course is delivered through scheduled synchronous teaching that may be face-to-face and/or virtual.
- Online: Course is fully delivered through asynchronous teaching.
- HyFlex: Course includes both synchronous and asynchronous learning and the student can move between both components seamlessly.

## Learning Activities

- Lectures
- Class Discussions
- Self-Directed Learning

## Resources Required

### Books

Mary Purbhoo, *Using Sage 50 Accounting*, 2021, Pearson  
ISBN: 9780137336340

## Evaluation Plan

### Grading Scheme

A	80% - 100%
B	70% - 79%
C	60% - 69%
D	50% - 59%
F	0% - 49%

Evaluation Method	Value (%)
<b>Assignments</b>	<b>40%</b>
Assessment details will be at the professor's discretion.	
There will be a minimum of two graded assignments in this course.	
<b>Test/Exam</b>	<b>30%</b>
The number of Tests will be decided by the faculty	
<b>Applied Activities (G)</b>	<b>30%</b>
Professor will provide details regarding applied activities during first week of classes	

## ADDITIONAL INFORMATION

A course outline is the College's commitment to the students. It supports educators, students, employers and other external stakeholders in determining the depth of knowledge and level of performance that a student will be able to demonstrate upon successful completion of a course. Both instructor and student are obligated to follow the content of the course outline. It is your responsibility to meet these outcomes as assigned.

**Note:** You should maintain a copy of this course outline for your records. You may require this course outline if you seek transfer credits or further studies at other institutions.

## Cambrian Email Addresses

All email correspondence with currently registered students must be via the students' College-issued email, as per the College's [IT Acceptable Use Policy](#). Students must familiarize themselves with the IT Acceptable Use Policy, as it outlines the acceptable use of College information systems and technology, and mitigates risks to the College's IT infrastructure.

## Bring Your Own Device (BYOD) and Apps Anywhere

Cambrian College is a BYOD institution, which means that students bring the device of their choice that meets program-specific minimum requirements. Program-specific requirements can be viewed in the "Plan Your Future" section on program web pages. AppsAnywhere is an easy-to-use app store-like platform providing students a way to access their College apps and software on demand, anywhere, anytime both on and off campus.

These both enrich the student learning experience in and out of the classroom, while providing maximum flexibility.

## Policies

It is the student's responsibility to be aware of the College's [Academic Policies](#). The Academic Policies apply to all applicants to Cambrian and all current students enrolled in any program or course offered by Cambrian, in any location. Academic policies, procedures, and forms can be found on the Cambrian website.

## Academic and Student Services

Cambrian has a variety of student and academic services to support students during their academic journey at the College.

- [Academic Success Advisors](#)
- [Bookstore and Campus Store](#)
- [Cambrian International](#)
- [Cambrian Pride Centre](#)
- [Career Centre](#)
- [Enrolment Centre](#)
- [First Step Centre](#)
- [Glenn Crombie Centre for Accessibility, Counselling, and Wellness \(GCC\)](#)
- [Library and Learning Commons](#)
- [Pathways](#)
- [Scholarships and Bursaries](#)
- [Student Government](#)
- [Student Health](#)
- [Student Life Centre](#)
- [Test Centre](#)
- [The Learning Centre \[Tutoring Services\]](#)
- [Wabnode Centre for Indigenous Services](#)
- [Women's Resource Centre](#)

## Copyright

Copyright is the exclusive legal right given to a creator to reproduce, publish, sell, or distribute his/her work. All members of the Cambrian community are required to comply with Canadian copyright law, which governs the reproduction, use and distribution of copyrighted materials. This means that the copying, use and distribution of copyright-protected materials, regardless of format, are subject to certain limits and restrictions. For example, photocopying or scanning an entire textbook is prohibited, nor is uploading class materials to course sharing sites.

See the [Cambrian Library website](#) for additional information regarding copyright and for details on allowable limits.

## Audio/Visual Capture

Sounds and images from this class, and contributions made by a participant, virtually or in-person, are recorded under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The main purpose of these

recordings is to allow students enrolled in the course to review content and engage in activities, whether they attend any given class in person, virtually, or at all. Class recordings are for personal use only and shall not be shared or transferred. Faculty may also review these recordings to prepare for future classes, evaluate students, collaborate in program reviews, or provide feedback to faculty and/or students. Any questions about the use of multimedia recordings may be addressed to your respective Dean.

### **Equity, Diversity, and Inclusivity**

Cambrian is committed to building and preserving an equitable, diverse, and inclusive learning community where students, faculty, and staff may achieve their full potential in an environment characterized by equality of respect and opportunity. All students and employees have the right to live and work in an environment that is free from discrimination and harassment. Therefore, Cambrian College will not tolerate any form of discrimination or harassment in its employment, education, accommodation, or business dealings. For more information, please visit: [Equity, Human Rights, and Accessibility](#).

### **Prior Learning Assessment and Recognition (PLAR)**

Students wishing to have work or life experience that meets course learning outcomes considered for credit through Prior Learning Assessment and Recognition should contact the Pathways Office.

### **Transfer Credit**

Students wishing to have courses from other programs or institutions assessed for equivalency and/or transfer credit should visit the [Transfer Credits page](#) on the Cambrian website. The student should maintain a copy of this course outline for their records. Students may require this course outline if seeking transfer credits or further studies at other institutions.

### **Test Proctoring at Cambrian**

Many courses include major tests and/or final exams. The practice at Cambrian requires that these types of test situations involve proctoring to ensure academic integrity. Online tests/exams may employ a proctoring services to enable you to take your exam from a location of your choosing within a period specified by your instructor. When you are taking an online test/exam, the proctoring service may capture your video, screen, audio, and web surfing data to protect academic integrity. Cambrian College collects, uses, discloses, and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information is being collected under the authority of the Ontario Colleges of Applied Arts and Technology Act S.O. 2002, c.8, Sched. F. This information will be used for the purpose of administering a test/exam through an online proctoring service acting as an authorized agent of the College. Please refer to Cambrian's [Official Student Records Policy](#) for more details. If you have any questions regarding the collection of your personal information, please contact Vice President Academic, Cambrian College, 1400 Barry Downe Rd., Sudbury ON P3A 3V8, 1-705-566-8101 ext. 6245.