



# BOOKKEEPING CERTIFICATE

## BOOK 100: Spreadsheets for Bookkeeping

### INSTRUCTOR INFORMATION

**Name:** Parm Jassal, B.Comm.

**Email:** [Paramjit.jassal@okanagan.bc.ca](mailto:Paramjit.jassal@okanagan.bc.ca)

**Room:** 213

**Days:** Tuesdays & Thursdays

**Time:** 6:30 - 9:30

### REQUIRED TEXTBOOK:

Microsoft Excel 2016 Level I by Rutkosky (Paradigm Publishers).

### COURSE DESCRIPTION

Students focus on the use of spreadsheets for bookkeeping and accounting purposes. Students learn how to design, modify, format, and utilize spreadsheets to record and report typical business transactions.

### COURSE HOURS: 33

### LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- Identify and apply basic Excel formatting, formulas and functions

Apply full accounting cycle concepts

- Design and modify a complete synoptic journal system in Excel
- Analyze and record transactions in a synoptic journal
- Create and utilize Excel spreadsheets for items such as bank reconciliations, prepaid analysis, capital asset amortization and loan amortization schedules
- Prepare a yearend worksheet and closing entries
- Create and format interim and final trial balances and financial statements
- Import and edit SAGE 50 financial statements

### STUDENT ASSESSMENT

Assignments & Quizzes	15%
Projects	35%
Final Exam	50%
<b>TOTAL</b>	<b>100%</b>

### GRADUATION REQUIREMENTS

Students must complete each course with a minimum grade of 70% to receive the certificate.

### RECOMMENDED READINGS/RESOURCES

## COLLEGE POLICIES

Every student accepted for registration in this course shall be deemed to have agreed to be bound by the policies, rules, and regulations of Okanagan College. See the OC calendar for further information (<http://www.okanagan.bc.ca/calendar/general-academic-regulations-policies/general-academic-regulations-policies.html>).

## COURSE POLICIES

1. All assignments must be completed. Failure to do so will result in a “DNC/F” final grade.
  2. Late assignments will receive a grade of zero (0), unless prior arrangements are made with the instructor.
  3. Daily attendance and engaged participation in the course content are required.
  4. Attendance alone does not contribute to the participation grade. Only thoughtful, critical class engagement counts.
  5. All assignments must be word-processed and submitted professionally. Use one-inch margins and a conservative, 12-point font. Avoid italics, bold, and underlining unless you have good reason.
  6. Assignments are due at the beginning of class. You must submit your own work—in person.
  7. Electronic submissions will not be accepted, unless prior arrangements are made with the instructor.
  8. Professional conduct is required at all times and in all modes of communication. Primarily, this means that students are responsible for creating and maintaining a collegial atmosphere in the classroom by treating the instructor and their classmates with respect; it also means that students are required to take responsibility and initiative for their course work, attendance, and participation. Attendance is crucial for success in this course. If you miss a class, it is your responsibility to catch up by reviewing the materials covered in class and by consulting with classmates.
  9. In order to successfully complete this course, students must anticipate an estimated 2-4 hours per week of study time outside of the classroom hours.
  10. Cell phones must be silenced or off during class time.
  11. If a student fails a final examination, he/she may apply to re-write one final examination during the course of their program (students will normally only be allowed one re-write per certificate program). The fee for a re-write is \$100. Students must submit their request in writing to the Program Coordinator within three working days from the date they receive their grade.
- The grade on the re-write will not exceed the minimum required passing grade as specified as in the graduation requirement for the certificate program. The final grade accepted will be the grade on the re-write, regardless of whether it is lower than the first attempt.
  - Re-writes for mid-terms and quizzes are at the discretion of the instructor

# **BOOK 100 – JANUARY 2018**

## **SCHEDULE (Subject to Change)**

<b>DATE</b>	<b>CH</b>	<b>TOPIC/NOTES</b>
Jan 18	1	Preparing an Excel Workbook
Jan 23	2	Inserting Formula in a Worksheet
Jan 25	3	Formating a Worksheet
Jan 30	4	Enhancing a Worksheet
Feb 01		Unit 1 and Handout Review for Ch 1-4
Feb 06	5	Moving Data within and between Workbooks
Feb 08	6	Maintaning Workbooks
Feb 13	7	Creating Charts and Inserting Formulas
Feb 15		Unit 2 Review of Ch 5 to 8 (Ch 8 Optional)
Feb 20		Review and Final Exam Theory
Mar 22		Review and Final Exam Practical