



**Northern
COLLEGE**
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Business Accounting

Diploma Program

**College Code – NORT, Program Code – B207 and
Campus Code - CK**

**Offered through Contact North/elearnnetwork.ca
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2011-2012

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PROGRAM OVERVIEW

The Business Accounting option will give students the skills to handle a variety of accounting situations. As part of a management team, graduates will help gather, organize and analyze financial data, administer accounting systems, and advise on accounting problems.

Courses in the first two semesters will introduce students to accounting principles. They will also take courses in marketing, human resources management, math, and business to provide themselves with a solid foundation for their chosen career.

During the third and fourth semesters, subjects started in the first year will be expanded and new ones will be added. Students will also practice accounting procedures using both manual and computerized accounting software programs.

Upon graduation, students may choose to continue their studies to obtain the Certified General Accountant (CGA) professional accreditation. Many Northern College graduates have applied the credits obtained in the Accounting program toward the professional CGA designation.

The Canadian Payroll Association and the Canadian Institute of Bookkeeping also recognize these Northern College courses.

Tuition: approx. \$3,000 / year, plus the cost of books.

EMPLOYMENT OPPORTUNITIES

Graduates will find employment in business and industry, accounting firms, non-profit organizations or government agencies often at rewarding levels of responsibility.

MINIMUM ENTRANCE REQUIREMENTS

Ontario Secondary School Diploma (OSSD – new curriculum) with Grade 12 English (C or U or equivalent) and Grade 12 Mathematics (C, U or equivalent), OR mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students may be admitted after testing. Call the Admissions Office at (705) 235-7222 for more details.

PROGRAM OF STUDY

- Semester 1

- AC1004 Accounting I
- BU1073 Introduction to Business Management and Organizational Behaviour
- CM1903 Communications I
- GN1082 College Success
- IN1013 Computer Applications I
- MA1004 Mathematics of Finance I
- MR1033 Introduction to Marketing I

- Semester 2

- AC2004 Accounting II
- BU1074 Human Resource Management
- CM2903 Communications II
- IN2013 Computer Applications II
- MA2033 Mathematics of Finance II
- MR2014 Introduction to Marketing II
- EL1003 Elective I

- Semester 3

- AC3004 Accounting Applications I
- AC3033 Accounting III
- BU3013 Macroeconomics
- BU3043 Purchasing and e-Procurement
- CM3103 Report Writing I
- IN4143 Database

- Semester 4

- AC4004 Intermediate Accounting I
- AC4034 Management Accounting I
- AC4053 Financial Management I
- BU4013 Microeconomics
- CM4102 Report Writing II
- MA4004 Business Statistics I

Note – Northern College reserves the right to make changes to the above program outline.

COURSE DESCRIPTIONS

SEMESTER 1

AC1004 Accounting I

This course gives hands-on training in fundamental accounting concepts as applied in service and merchandising firms. Students will be taken through a complete cycle and will record and report financial transactions. At every point in the course, students will examine the accounting decisions based on financial transactions taken from real work situations.

BU1073 Introduction to Business Management and Organizational Behaviour

This course consists of an examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour.

CM1903 Communications I

This course will address the theory of communication, listening, reading, writing and business writing skills, as well as effective presentation skills. Students will also maintain a diary and engage in role playing to enhance their communication skills.

GN1082 College Success

This course will provide students with the opportunity to explore and understand the process of gaining a postsecondary education while developing required learning skills and personal management techniques needed to be successful in an educational environment and in the workplace. The course includes a strong emphasis on identifying and understanding individual learning styles as well as developing strategies to work effectively with those preferences. The students will become better prepared to work effectively with others who have differing learning preferences. This course is also designed to have the learner understand that conflict is a natural phenomenon, present in all relationships in one's life and work and community. With a strong emphasis on prevention by design, participants will learn how to assist individuals and groups in resolving their differences and lead in the establishment of a culture of collaboration and achieving common goals.

IN1013 Computer Applications I

This is an introductory course in the use of computers in a personal computer (PC) environment. Students will learn to identify and use the basic components of a computer system (both hardware and software). In doing so, they will obtain experience with creating and managing files in a Windows-based operating environment. Students are introduced to the College Network and the use of student services such as email and Blackboard.

Application coverage includes an introduction to: web browsing and information retrieval using Microsoft Internet Explorer, word processing using Microsoft Word 2010, creating electronic presentations using Microsoft PowerPoint 2010, and preparing spread sheets and related charts using Microsoft Excel 2010.

MA1004 Mathematics of Finance I

This course is divided into several building blocks. The primary focus is to start with fundamental arithmetic and algebra and apply the learned techniques to common business problem solving. In tandem, students will also learn several business mathematics techniques and their application.

MR1033 Introduction to Marketing I

Modern marketing involves much more than selling and promoting – marketing is the process of determining and satisfying the needs of customers. This means that students’ everyday lives are touched by one or more aspects of marketing. Students will learn how to be better consumers and then apply their understanding of marketing to analyze different marketing approaches used by actual businesses.

SEMESTER 2

AC2004 Accounting II

Prerequisite: AC1004 Accounting I

This fundamental accounting concepts course deals with the basics of analysis and recording of transactions involving assets and liabilities. Because efficient management of cash flow is essential for the survival of any business, students will focus on this asset first. Consequently, the course begins with an introduction to cash management and control procedures used by different types of businesses. In the remainder of the course, students learn the fundamental/basic accounting concepts and techniques for recording other assets and liabilities. Students will apply these fundamental accounting concepts by completing a project for a “virtual business”.

BU1074 Human Resources Management

This course will teach students how to forecast the human resource needs of an organization within ambient socio-political situations.

CM2903 Communications II

Prerequisite: CM1903 Communications I

This course is a continuation of Communications I designed to further strengthen practical written and oral skills presentations. Students are exposed to a variety of learning styles and a variety of job related communication formats including business letters, employment communications, memos, structured meetings, and formal speaking opportunities.

IN2013 Computer Applications II

Prerequisite: IN1013 Computer Applications I

This course covers advanced computer applications including advanced Microsoft Office Word, Microsoft Office Excel, intermediate Microsoft PowerPoint and introduction to Microsoft Access. Topics include creating a web page from a Word document, form letters, merging to form letters, labels and envelopes, financial functions, amortization schedules, data tables, creating and querying a worksheet database, spreadsheet templates, linking worksheets, advanced animation, transitions and sound files for slide show presentations, and structuring databases. The lectures will be supplemented with in-class assignments and tests. This course is common in many programs therefore students should expect minor variations from the description presented here.

MA2033 Mathematics of Finance II

Prerequisite: MA1004 Mathematics of Finance I

This course begins with an introduction to common arithmetical techniques used in the world of finance. As the course progresses, students will progress to the more advanced techniques followed in financial problem solving. Students will also become proficient in the use of various financial calculators.

MR2014 Introduction to Marketing II

Prerequisite: MR1033 Introduction to Marketing I

In this second Marketing course, students structure the 4Ps of marketing (price, product, place and promotion) into a feasible and justifiable marketing plan. Students will use data from real business situations obtained from websites and other sources.

SEMESTER 3

AC3004 Accounting Applications I

Prerequisite: AC2004 Accounting II

Co-requisite: AC3033 Accounting III (except for CESD students)

The focus of this course is on computerized accounting. Students will understand the critical differences between a manual and computerized accounting system. The course will expose students to the increasing use of computerized accounting systems in business and non-business organizations. The platform of learning will be two very popular and commonly used accounting software programs: Simply Accounting by Sage and Sage AccPac ERP. Students will complete major application projects for each.

AC3033 Accounting III

Prerequisite: AC2004 Accounting II

This course is an introduction to accounting for corporations. The corporate form of business organizations poses some unique challenges for financial accounting. Issuance of bonds or shares, investments in other corporations' securities, and reporting of dividends and earnings per share, are all examples of events or transactions that do not affect the financial statements of a smaller business. This course will also explore how corporations communicate information about cash management activities through the statement of cash flows. Students will apply what they learn to problems, mini-cases, and the understanding and interpretation of actual annual reports of prominent Canadian corporations.

BU3013 Macroeconomics

Macroeconomics presents an overview of the Canadian economy focusing on national trends such as unemployment, inflation and monetary/fiscal policies. The course will provide students with a basis to analyze current activities for predicting future trends as a basis for business decision-making. Discussions will focus on helping students apply theory about macroeconomics to current events.

BU3043 Purchasing and e-Procurement

Canadian businesses now search for suppliers using the internet. By focusing on goods from different regions of the world, students will learn not only the purchasing process, but how different cultural beliefs affect purchasing. Students learn about bidding, negotiating contracts, inventory management and international standards (ISO). Students will also discuss other purchasing functions such as quality control, specifications and inspection.

CM3103 Report Writing I

Prerequisite: CM2903 Communications II

This course is an extension of Communications I and II, and concentrates on the writing of business reports. The course introduces students to the methodology of researching, organizing, compiling, analyzing and interpreting information to solve business problems. Students learn the theory and apply it to writing short, informal reports, proposals and a long formal report.

IN4143 Database

Prerequisite: IN1013 Computer Applications I

This course will introduce the student to the many features and applications of the Microsoft Access 2010 relational database environment. Access terminology, the Access 2010 environment, and the fundamental elements needed to create and manage a small database is explored. Hands-on exercises provide reinforcement of topics introduced throughout this course. Upon completion of this course the student will be able to: create a database using design and datasheet views. Edit, preview, and print a database, query a database by displaying and printing only selected fields from various tables within a database, maintain a database by adding new records, changing existing records, & deleting records, maintain a database by changing the structure and characteristics of existing fields, compact and repair a database, develop single and multiple table forms and reports, integrate Excel worksheet data into an Access database, export data from Access to other Excel or another Access database, and enhance forms with OLE fields, hyperlinks, and subforms.

SEMESTER 4

AC4004 Intermediate Accounting I

Prerequisite: AC3033 Accounting III

This course focuses on an understanding of financial statements. This is the first of three courses to prepare the professional accountant responsible for the communication of financial information to shareholders, creditors, and financial institutions. In this course, the student will study the theoretical and practical basis of financial accounting systems leading to the preparation of the set of financial statements found in a company's annual report. Student understanding of financial statement preparation and use will be enhanced through application of knowledge gained through problems, cases and realistic business situations.

AC4034 Management Accounting I

Prerequisite: AC3033 Accounting III

What use do managers within an organization make of accounting information? This course will cover some of the important ways in which managers can use accounting information for planning, controlling, and decision-making. While some attention is given to manufacturing companies, most of the procedures covered in this course are applicable to retailers, service providers, non-profit organizations, as well as government. Preparing master budgets and cost-volume-profit analysis are two of the topics covered.

AC4053 Financial Management I

Prerequisites: MA2033 Mathematics of Finance II, AC2004 Accounting II

This course introduces the main concept of financial management and its increasing importance in a business organization. Areas examined include; working capital management, capital structuring, capital budgeting, financial analysis and planning, business securities and taxes, financial markets, interest rates and project evaluation.

BU4013 Microeconomics

Microeconomics focuses on individual products and their prices. By studying the laws of supply and demand, students can see how prices are determined and be able to make wiser business decisions. The Canadian economy and individual commodities form the backdrop for the teaching of the laws of supply and demand, cost curve analysis, production and pricing. Students will track actual product prices and determine reasons for fluctuations.

CM4102 Report Writing II

Prerequisite: CM3103 Report Writing I

This course is an extension of Report Writing I. As part of formal report preparation, students will study both primary and secondary research including the preparation of questionnaires, interviews and telephone surveys. In addition, this course introduces students to the dynamics of planning and participating in meetings. This course also includes an intensive treatment of job search techniques designed to help students prepare for the job market, participate in employment interviews and evaluate potential employees.

MA4004 Business Statistics I

Prerequisite: MA2033 Mathematics of Finance II

This course begins with descriptive statistics including frequencies distributions, histograms, percentiles, measures of central tendency (mean, median, mode), measures of dispersion (range, variance, standard deviation). Following descriptive statistics is an introduction to the theory of probability, probability distributions including the binomial distribution and the normal distribution. Finally, sampling distributions and interval estimation are covered.



FOR MORE INFORMATION:

Michael Studd, Ph.D., M.B.A., C.M.A.
Professor and Coordinator, School of Business, Office Administration, General Arts & Science, and
Community Economic and Social Development

Phone: 705-567-9291, ext. 3633

Fax: 705-568-8186

E-mail: studdm@northern.on.ca

Beth Crema
Extended Classroom Service Officer

Phone: (705) 567-9291 extension 3673

Fax: (705) 567-9295

E-mail: cremab@northern.on.ca or

E-mail: kldisted@northern.on.ca