

DISCOVERY COMMUNITY COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

Accounting and Finance Program

Computerized Business Applications Program

Office Administration Program

CURRICULUM GUIDE

Development Date: September 2009

Revision Dates: June 2010; July 2011; June 2014; December 2015; September 2016; October 2016

PURPOSE

Each of these programs is designed to provide the learners with the hands-on training required to develop the skills, knowledge, and attitudes that will enable them to work in a variety of administrative roles within the business community.

The area in which each graduate works will depend on his/her interests and on the individual programs completed. Graduates may work in accounting and/or payroll administration, in administrative support roles, in jobs requiring knowledge of computer software, and in either business or non-profit organizations.

PROGRAM DESIGN

<u>Program Name</u>	<u>Hours/week</u>	<u>Weeks</u>	<u>Total hours</u>
Accounting and Finance (AF)	20	15 weeks	300
<ul style="list-style-type: none"> ▪ Manual Bookkeeping 140 hours ▪ Manual Payroll 20 hours ▪ Sage Accounting 100 hours ▪ QuickBooks 40 hours 			
Computerized Business Applications (CBA)	20	15 weeks	300
<ul style="list-style-type: none"> ▪ Introduction to Computers 28 hours ▪ MS Outlook 16 hours ▪ MS Word 60 hours ▪ MS Excel 48 hours ▪ MS PowerPoint 35 hours ▪ MS Publisher 35 hours ▪ MS Access 70 hours ▪ Employability Skills 8 hours 			
Office Administration (AF & CBA)	20	30 weeks	600
<ul style="list-style-type: none"> ▪ Completion of the AF and CBA programs 			

Course information will be given to students at the beginning of each course.

To graduate from each program students must satisfactorily complete all courses in the program.

Schedule

Students will be in class for a minimum of twenty hours per week (emergencies excepted). Class schedules vary and will be given to students during their admission to the program. Class times and schedules may change.

Methods of Instruction

Each of these programs is offered in a self-directed learning format. Primary methods of instruction will include demonstrations, discussion, practice, individual guidance, and small group instruction.

Students are required to supply their own transportation for all off-site experiences.

ADMISSION REQUIREMENTS

- Grade 12 graduation from BC secondary school or equivalent (ABE, GED), or equivalent from another school system OR be a mature applicant (must be 19 years old on the first day of class)
- If a mature applicant then provide proof of completion of grade 10 English from a BC secondary school or equivalent from another school system OR complete a Discovery Community College English assessment
- A satisfactory entrance interview with a DCC official
- Submission of completed DCC application forms
- Applicants who are non-native English users must provide proof of satisfactory English proficiency: IELTS overall band score level 6.0 and a minimum score of 5.5 in each of speaking, listening, writing and 6.0 in reading OR an equivalent standard

RECOMMENDED STUDENT CHARACTERISTICS

Our experience has shown that participants in these programs will be more successful if they are:

- Willing to engage in class discussion
- Enjoy reading, research, and study
- Able to write and record information gathered
- Able to maintain excellent attendance in class
- Able to complete work on time

RESOURCES AND EQUIPMENT

The required textbooks for this program are available through the College and will be distributed as needed during the courses. The instructor will supply other resources such as handouts and website addresses. Students will be learning in a well equipped classroom. Computers are equipped with high speed internet access.

LEARNING OUTCOMES

Accounting and Finance

- Keep an accurate manual financial record of business transactions and use accounting software to present informative financial reports.
- Keep an accurate manual and computerized financial record of payroll calculations; keep necessary records and prepare documentation required by various agencies; calculate and remit moneys to relevant agencies; ensure the business organization complies with regulatory requirements.

Computerized Business Applications

- Trouble shoot technical problems with computers and know how and when to ask for expert assistance; use the internet and email; use MS Windows to manage files and folders.
- Use a selection of computer software tools to accomplish a variety of administrative and management tasks that may be required in a 'typical' business environment; these tasks will include communication, information management, and number use.

EVALUATION

Student progress and success will be assessed regularly throughout each program. This will be accomplished using a variety of evaluation tools, including written evaluations such as tests, quizzes, assignments, and case studies. Assessment items used are fully described in course outlines.

Final transcripts will record all marks for courses within each program.

The passing mark for all courses is 70%. Each course within a program must be passed to graduate. Attendance of at least 80% is required for successful completion and graduation.

A perfect attendance certificate will be awarded to each student maintaining 100% attendance.

REVISIONS

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. Students will be given notice of any changes as soon as possible.