**Course Objective:** To demonstrate the required competency, students must be able to use basic mathematical calculations to prepare source documents.

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Class material can be accessed using the class website at:

[http://calculationdocs.weebly.com](http://calculationdocs.weebly.com)

**Module Start Date:** Tuesday, January 31, 2017

**Module End Date:** Tuesday, February 14, 2017

**Tentative Exam Date:** Friday, February 10, 2017

**Brief Description of the module**

As part of the Accounting Program, the Module 4 competency focuses on the most vital skills relevant to the bookkeeping and accounting process... **accuracy.** An accounting clerk's ability to calculate accurate figures and identify errors saves both time and money and is a prerequisite in the profession. In an accounting department, the accuracy of your work also affects all other aspects of the accounting process. Completing tasks accurately and being able to identify errors when they do occur will ensure that you are a valued and reliable employee.

If one is to begin a thorough understanding of accounting as well as internal control processes, it is necessary to study source documents as well as all related analysis and mathematical calculations.

Module 4 will briefly cover the following areas:

- Mathematical calculations related to purchase and payment source documents, including:
  - Monetary discounts
  - Foreign currency and conversions
  - Interest types:
    - Simple
    - Compound
### GENERAL PERFORMANCE CRITERIA

<table>
<thead>
<tr>
<th>Behavioural Objective</th>
<th>Details</th>
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| **Learning Focus A**  | • Review the basic mathematical operations  
• Use the functions of a calculator  
• Do business calculations using a business calculator  
• Describe the source documents related to purchases and sales  
• Associate the source documents with the steps in the internal control process related to purchases and sales  
• Produce models of source documents using spreadsheet software  
• Show concern for the presentation of the model produced  
*Result of previous learning: Calculate and prepare source documents related to purchases and sales* |
| **Learning Focus B**  | • Define the different types of discounts  
• Use a discount method  
• Issue source documents related to payments  
*Result of previous learning: Calculate discounts and prepare source documents* |
| **Learning Focus C**  | • Apply the formulas used to convert funds into foreign currencies  
• Prepare a bank draft  
*Result of previous learning: Calculate international payments and prepare source documents* |
| **Learning Focus D**  | • Apply the formula used to calculate simple interest  
*Result of previous learning: Calculate simple interest* |
| **Learning Focus E**  | • Define the elements of an amortization schedule  
• Define the elements used to calculate compound interest  
• Use the interest tables  
• Use the financial functions of spreadsheet software to prepare loan amortization tables  
*Result of previous learning: Calculate compound interest and prepare loan amortization tables* |

### Evaluation Criteria

**Passing Mark:** 75%

- Preparing documents related to sales .............................................................30 marks
- Preparing documents related to purchases ........................................................30 marks
- Writing amounts without spelling errors ..........................................................5 marks
- Calculating amounts in foreign currency ..........................................................10 marks
- Calculating simple interest ..........................................................10 marks
- Calculating compound interest ..........................................................5 marks
- Preparing loan amortization ...........................................................................10 marks

**Total:** 100 marks