



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE OUTLINE FOR: Computerized Accounting	DATE: January 2000 FMGT 2710
TAUGHT BY: Financial Management	
TAUGHT TO: Program: Financial Management Option: All	

Hours/Week:		Total Hours:		Term/Level:	
Lecture:	1	27		2	
Lab:	2				
Other:		Total Weeks: 9		Credits: 3	

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Office Hours: AS POSTED	

Pre-requisites: FMGT 1105, Comp 1105

- Required texts & Tools**
- Using Simply Accounting Version 7.0. Purbhoo & Purbhoo. Addison-Wesley
 - Rockford Corporation: A computerized Accounting Practice Set. Valorie Leonard, CA. John Wiley & Sons Canada Ltd.
 - AccPac Simply Accounting Version 7.0 (Recommended but optional)

Course Description and Goals: A Specialist module that introduces students to computer-based financial information systems and comprehensive bookkeeping practice in a small firm.

Prior Learning Assessment Method: A portfolio may be offered that demonstrates a student's mastery of the learning objectives set out below.



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Course Learning Outcomes:

Upon successful completion of this subject, students will be able to:

- Perform daily transactions that include Vendor, Customer, Employee and Inventory transactions using a Windows-based small business accounting application.
- Perform periodic transactions to adjust and close accounts.
- Setup a new set of accounts and convert from manual to computer-based methods.
- Use the full breadth of functionality in a Windows-based small business accounting application, including the display and printing of a full range of accounting reports and financial statements for a small firm.
- Perform all of the activities in the accounting cycle from entering transactions, through posting and closing to the production of end-of-period reports and financial statements for a small business (Practice Set).

Content/Context

Corresponding with the above Learning outcomes:

- Weekly assignments will take the student through a series of exercises that explore each of the stages in the accounting cycle and the full range of transactions and reports. This is done using a wide variety of small business settings including Retail, Novelties, a Non-profit Organization and several service firms.
- A Practice Set will take the student through each of the stages in the accounting cycle for a small corporation in the wholesale distribution sector.

Teaching and Learning Approaches

- This subject is offered in a lecture/lab format. Labs are held in computer suites.
- This subject is an adjunct to the Introductory Accounting course. Computerized Accounting illustrates how topics covered in the Introductory are applied in a small business, computer-based setting
- Weekly assignments illustrate the full range of functionality in a Windows-based small business Accounting application.



- The Practice Set will take students from the beginning to the end of the Accounting cycle working from source documents to financial statements.

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Assessment Procedure

- Reports generated from text assignments will be submitted for grading each week.
- The Practice Set will be completed by each student (or pair of students) and submitted for grading at the end of term.
- A final examination will be administered.
- Collaborative learning is encouraged. However, all work submitted for grading must be distinct and individual.
- Acts of Cheating, Plagiarism and dishonesty are not tolerated; the degree of punitive action may range from a written warning to withdrawal from the program. The penalties may also be applied to students who knowingly contribute to an act of dishonesty, cheating and/or plagiarism (Refer to pages 1 and 2 of the current BCIT Calendar).
- All work assigned in this subject must be completed and submitted for grading or an Incomplete standing will be assigned. Late assignments will only be graded when a medical excuse is offered.

Student Assessment Weights:

Weekly assignments	45%
Practice Set	35%
Final examination	<u>20%</u>
Total	<u>100%</u>

The terms of this outline are subject to change by mutual agreement.



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Week of:	Topic	Pre-read	Weekly Assignment	Practice Set
Jan 03	Class/course intro	Ch 01, 02, 03	Reliable Roofing	
Jan 10	Vendor Transactions	Ch 04	Java Jean's Coffee	
Jan 17	Customer Transactions	Ch 05	Grandeur Graphics	
Jan 24	Company Setup	Ch 06	CISV-Toronto Village	
Jan 31	Credit Card Transactions	Ch 07	Outset Media	
Feb 07	Employee Transactions	Ch 08	Carnival Catering	
Feb 14	Inventory Transactions	Ch 09	Meteor Mountain Bike	TBA
Feb 21	Conversion	Ch 10	Maverick Micro	
Feb 28	Budget Functionality	Ch 12	Bonnie Brides	
Mar 06	Bank Reconciliation	Ch 14	HSC School Store	Practice Set Due

Recommended reading:

Chapter	Topic	Assessment
Chapters 1 & 2	Course introduction	Lightly tested
Chapter 11	Project Accounting	Not tested
Chapter 13	Comprehensive Problem	Not tested
Chapter 15	Comprehensive Problem	Not tested
Appendix A	Correcting Errors after posting	Lightly tested
Appendix B	Setting System Security	Lightly tested
Appendix D	Integration with other software	Lightly tested