



A POLYTECHNIC INSTITUTION

School of

Program: Business

Option: Financial Management

Course Number FMGT 2710
Computerized Accounting**Start Date:** January 4, 2006**End Date:** March 10, 2006**Total Hours:** 30 **Total Weeks:** 10**Hours/Week:** **Lecture:** 1 **Lab:** 2**Term/Level:** 2 **Course Credits:** 2.0**Shop:** **Seminar:** **Other:****Prerequisites:** Students are required to possess working knowledge of a current windows operating system including the ability to transfer files, use file compression, and access various components of the BCIT local area network.**Course Number FMGT2710 is a Prerequisite for:****Course No. Course Name**

FMGT 1100 or Accounting 1

FMGT 1105

Course No. Course Name

• Course Description

A specialist module that introduces students to computer-based financial information systems, comprehensive accounting and record keeping for a small business.

• Evaluation

Final Examination	20%
Weekly Assignments	20%
Quizzes (4)	40%
Term Assignment	20%
TOTAL	100%

• Course Learning Outcomes/Competencies

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

- Understand the structure of computer-based accounting systems in general.
- Understand accounting principles as they apply to packaged accounting systems.
- Setup an accounting system using Simply Accounting.
- Convert a manual accounting to a computer-based accounting system.
- Perform all of the activities in the accounting cycle (transactions entry, posting, adjusting entries, closing entries, and financial statement preparation) for a small business.
- Perform daily transactions that include Customer, Vendor, Employee, and Inventory transactions using specialized modules in a Windows-based small business accounting application.
- Recognize the shortcomings and limitations of Simply Accounting and other similar (simple) accounting packages.
- Recognize situations wherein Simply Accounting and similar packages can be effectively implemented.

- **Verification**

I verify that the content of this course outline is current.

Robin Day

Authoring Instructor

December 30, 2005

Date

I verify that this course outline has been reviewed.

Jo-Ann Johnston

Program Head/Chief Instructor

December 31, 2005

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

Note: Should changes be required to the content of this course outline, students will be provided reasonable notice.

- **Instructor(s)**

Robin Day

Office Location: SE6-337

Office Phone: 604-456-6752

Office Hrs.: as posted

E-mail Address: rday@bcit.ca

- **Communicating with your instructor:**

- You may contact me via e-mail at rday@bcit.ca. The subject line of your email must be in the following format or your message is at risk of being deleted without being read:

“last name”, “first name”, “student number”, FMGT 2710 “set letter”

As an example, if Mary Jones were sending me a message, the subject of her message should read as follows:

“Jones, Mary, A00123456, FMGT 2710 Set 2A”

- It is more efficient to contact me by email than it is by phone, as I constantly check my email messages, even when I am not in the office.
- Please make sure that your “MyBCIT” e-mail account has been set up to forward your MyBCIT e-mail to whatever e-mail address you regularly use. If I find it necessary to communicate with the students in FMGT 2710 by e-mail, I will send an e-mail to the students’ MyBCIT e-mail addresses. You will not receive these messages on a timely basis if you do not forward your email to an account you regularly check.

Learning Resources

Required:

Textbook: Using Simply Accounting 2005 Pro and Basic Versions for Windows, by M. Purbhoo.

Recommended:

Software: Simply Accounting 2005 Pro, as included with the Textbook.

Materials: USB Ram drive or blank CDRW.

• Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis.

Makeup Quizzes or Exams: There will be **no** makeup tests, exams or quizzes. If you miss a quiz or exam you will receive a grade of zero. Exceptions **may** be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **prior** to the quiz or exam.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, projects, quizzes, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

• Evaluation Details

- Assignments and Term Project
- Every attempt has been made to provide ample time between the lectures and the assignment due dates. The intent of this schedule is to allow students ample time to identify and resolve any difficulties. Students are encouraged to complete assignments as early as possible (and not leave them for completion shortly before the due date). Late assignments are not marked.
- Soft copies and backups for each assignment are to be kept by the students. Backups are to be available to the instructor at any time. The instructor may require submission of backups.
- Emphasis will be placed on the timely submission of assignments. Late work will not be accepted for grading. Incomplete work will be severely penalized.
- Collaborative learning is encouraged. However, all work submitted for grading must be the work of the individual student.

- Quizzes and exams
 - Quizzes and exams will be written during the scheduled lab sessions.
 - Missed quizzes or exams will be allocated a mark of zero.
- 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 the current BCIT Calendar)

Schedule

Lecture Date	Material Covered	Ch.	Assignment	Due Date
Jan 4	File Management Sales Taxes General Ledger	1,2,3	Missoni Marbleworks	
Jan 11	Basic Company Setup	4	Toss for Tots	
Jan 18	Payables Transactions	5	Chai Tea Room	
Jan 25	Receivables Transactions	6	Air Care Services	
Jan 26 to Jan 31	Quiz 1 Chapters 1-3			
Feb 1	Advanced Payables and Receivables	7	Anderson Chiropractic Clinic	
Feb 2 to 7	Quiz 2 Chapters 1-4			
Feb 8	Conversion to Computerized Systems	9	Dorfmann Design	
	Project Introduction	16	Stratford Country Inn	March 3 All Sets
Feb 9 to 14	Quiz 3 Chapters 1-4			
Feb 15	Payroll	10	Lime Light Laundry	
Feb 16 to 21	Quiz 4 Chapters 1-6			
Feb 22	PD Day Lecture Cancelled			
Feb 27 to March 3 Final Exam (During Lab Hours) No Lecture				
	Project Due March 3		Stratford Country Inn	
BCIT Mid Term Exams				

ASSIGNMENT REQUIREMENTS

Students are required to submit a hard copy of the reports required by the chapter assignments and term project. All hard copies are to be printed **directly** from Simply Accounting and not from a secondary software program (do not export to another program and then print).

When you print the journal entries, ensure that you print **all** journal entries including reversing and correcting entries.

Student Signature

A “student signature” is to be included in **all** of the assignments and in the term project. The “student signature” consists of two components. The first component is your name followed by your set letter and the chapter number entered as the company name. The second component is the last four digits of your student number entered with all your journal entries. Assignments and term projects without the “Student Signature” will **not** be marked.

Example for the student Joe Accounting #00123456 in Set A for the Chapter 3 assignment.

Company Name

Student Name, Student #, Set Letter – Ch #

Joe Student, A00123456, Set 2A—Ch 3

Journal Entries

Last four digits of student number

<u>Program</u>	<u>Entry Points</u>	
General Ledger	Comments field	Entry to record cash sale - 3456
Accounts Payable	As part of Invoice #	INV001 - 3456
	As part of Cheque #	CHK001 - 3456
Accounts Receivable	As part of Invoice #	INV001 - 3456
	As part of Cheque #	CHK001 - 3456
Payroll	As part of Cheque #	CHK001 - 3456

Hard Copy Submissions

All assignments are due at the beginning of the next lab for each set. If a lab is cancelled, your lab instructor will provide submission details.

All hard copy assignment submissions must be stapled and arranged in the order specified in the assignment document.

FMGT 2710 Marking Standards

The following standards apply to all assignments and the term project.

Submission requirements:

1. Name, set letter, and chapter number included in the Company Name field.
2. Student signatures must be included.
3. Reports **stapled** in same order as listed in assignment file.
4. Title pages are not required for assignments.
5. A title page is required for the term project.
6. Show corrections on all reports (check show corrections on the report screen).

Assignment Marking Standards:

Issues	Assignments	Term Project
Total marks	10 marks	20 marks
Missing Student Signature	Not Marked	Not Marked
Missing or incomplete reports (per report) including incorrectly dated reports	- 2 marks	- 4 marks
Reports not stapled or in correct order	- 2 marks	- 2 marks
Reports submitted that were not requested (per report)	- 1 marks	- 2 marks
Transaction entry errors (per error)	Marker's discretion	Marker's discretion
Additional marks may be awarded or penalties imposed at the discretion of the marker.		

In general, assignments will be marked primarily for completion and submission in good form. The discovery and correction of transaction errors will be the responsibility of the student, who should compare his or her work to the partial solution key which will be available on the MyBCIT course page in time for the student to have an opportunity to check their work prior to assignment submission. The partial solution key will not include journal entries, only GL listings and reports, and of course, the solution key will be absent any student signature which is required on every transaction entry of the student's submission.

Quiz and Final Exam Marking Standards

All quizzes and the final exam will consist of two parts: one part which is "closed book" where certain questions must be answered without reference to any notes or text or computer source; and a second part which is "open computer", for which any material on the computer, with the exception of messaging or e-mail software, may be used.

Issue	Penalty
Setup assistance required	- 2 marks.
Writing after time expires	
First offence	- 2 marks.
Second offence	0 marks on quiz.