

## BCIT COURSE OUTLINE

Ref. no./Date

FMGT 2710

January 1996

Title

Computerized Accounting

Instructors:

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SE6 333

local 6756

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SE6 318

local 6841

Type and Purpose: A General module that deals with Computer based Financial Information Systems and comprehensive Bookkeeping practice in a small firm.

Required by: Second-term Financial Management Technology students.

Required  
Texts/Tools

Silicon Coast Computer Co., Ltd Practice Set, Prepared by Carrol & Trites.  
Irwin.

AccPac Simply Accounting for windows. M & D Purbboo. Addison-  
Wesley

Prerequisites:

FMGT 1105, COMP 1105

Learning  
Outcomes

### PART I: SPREADSHEET

Upon completion of this module, the successful student shall:

1. Be able to journalize transactions in a Spreadsheet environment, for a small firm. The following Journals will be employed:
  - a. General Journal
  - b. Sales Journal
  - c. Cash Receipts Journal
  - d. Cash Disbursements Journal
  - e. Purchase Journal
2. Be able to post journal entries to General Ledger and A/R and A/P subsidiary ledgers.
3. Be able to prepare Working Papers and to record adjusting and closing entries.
4. Be able to prepare the following financial statements and reports from the working papers:
  - a. Income Statement
  - b. Statement of Changes in Owner's Equity
  - c. Balance Sheet
  - d. Schedule of Accounts Receivable
  - e. Schedule of Accounts Payable
  - f. Bank Reconciliation
5. Be able to analyze the results of one month's activity for a small merchandising proprietorship.

**Learning  
Outcomes**

**PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS**

6. Be able to apply DOS skills and Windows functionality as they apply to the set-up, operation and maintenance of a simple, Windows based accounting package.
7. Understand computerized accounting in general and AccPac Simply Accounting for Windows in particular.
8. Understand accounting principles as they apply to packaged accounting systems.
9. Complete applications using AccPac Simply Accounting. The following Modules will be used:
  - a. General Ledger
  - b. Accounts Payable
  - c. Accounts Receivable
  - d. Payroll
  - e. System
10. Understand the shortcomings and limitations of AccPac Simply Accounting and other similar (simple) accounting packages and appreciate the situations where such packaged products can be implemented.

**Content/Context**

The first 4 weeks will be taken up with Spreadsheet applications using the Practice Set. The remainder of the term will be taken up with AccPac Simply Accounting for Windows, using the Purbhoo text.

**Learning and  
Teaching  
Approaches**

This is a lecture/lab subject. Lectures will provide background and prepare students for lab activities. Labs provide a setting for collaborative work and for guidance and assistance from the Instructors.

**PART I: PRACTICE SET**

1. Work will be collected periodically and marked while the work is being completed. On completion, the finished Practice set will be printed out and submitted for grading (with a supporting data diskette). All work submitted at this time must be complete and correct in all respects.

**PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS**

2. Assignments from the text will be completed on a weekly basis and be printed and submitted for grading.
3. A comprehensive problem will be assigned from the text for completion by the end of term and it will be printed and submitted (with a data diskette) for grading.
4. All assignments (corrected) will be submitted in a portfolio at the end of term, along with supporting data discettes.

**Assessment  
Procedures**

**PART I: SPREADSHEET PRACTICE SET**

- |                       |     |
|-----------------------|-----|
| 1. Weekly Assignments | 15% |
| 2. Portfolio          | 5%  |

**PART II: SIMPLY ACCOUNTING**

- |                |     |
|----------------|-----|
| 1. Assignments | 40% |
| 2. Portfolio   | 10% |

**PRACTICAL TESTS**

- |                   |            |
|-------------------|------------|
| 4 @ 10 Marks each | <u>40%</u> |
|-------------------|------------|

<b>TOTAL</b>	<b><u>100%</u></b>
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Emphasis will be placed on the timely submission of completed assignments: late work will not be accepted for grading: incomplete work will be severely penalized.

**Portfolio**

The portfolio requirement is intended to provide students with tangible evidence of satisfactory subject completion. The portfolio should be bound and organized in a binder, with a Table of Contents and a Tab for each exercise.

All work submitted in the portfolio must be corrected.

The portfolio must also contain your data disc for each section of the subject. When marking your portfolio, the Instructor must be able to bring your files into either Excel Version 5.0, or Simply Accounting for Windows in order to validate your hard-copy submission.

Although cooperative learning strategies will be employed, individual submissions are required throughout this subject. The Institute's policy regarding plagiarism will be strictly enforced. Where plagiarism is suspected, students may be required to sit an oral examination of their work in this subject.

**PLAN OF WORK:**

<b>DATE</b>	<b>OUTSIDE CLASS</b>	<b>INSIDE CLASS</b>
<b>01-11</b>	<b>Purchase Practice Set</b>	<b>Course Introduction</b>
<b>01-18</b>	<b>Crear Input Forms:</b>	<b>Retrieve Desktop from J:&gt;</b>
	<b>-Opening Trial Balance</b>	<b>Enter in GL</b>
	<b>-Vendor History</b>	<b>Enter in AP Subsidiary Ledger</b>
	<b>-Customer History</b>	<b>Enter in AR Subsidiary Ledger</b>
	<b>-Vendor Input</b>	<b>Enter in PJ and CDJ</b>
	<b>-Customer Input</b>	<b>Enter in SJ and CRJ</b>
	<b>-GJ Input</b>	<b>Enter in GJ and Post to Subsidiary ledgers</b>
		<b>Crossfoot Special Journals</b>
<b>01-19</b>	<b>Print and submit for marking with disc</b>	
<b>01-25</b>	<b>Prepare Month-end input</b>	<b>Enter Month-end and post to GL</b>
		<b>Prepare November Trial Balance</b>
<b>01-26</b>	<b>Print November TB and submit for mark</b>	
<b>02-01</b>	<b>Design Worksheet</b>	<b>Enter November Trial Balance on Worksheet</b>
		<b>Complete adjustments on Worksheet</b>
		<b>Extend and complete the Worksheet</b>
		<b>Journalize Adjusting Entries</b>
		<b>Prepare Financial Statements</b>
		<b>Prepare Bank Reconciliation</b>
		<b>Analyze November activity and write a brief report summarizing the month</b>
<b>02-02</b>	<b>Print Financial Statements and submit along with your Report for marking</b>	

**DUE DATES:**

Homework is to be handed into the boxes at the West end of the second floor of the IBM building adjacent to the Bridge. Boxes are labeled by set. Late work will not be marked.

<b>DUE DATE</b>	<b>TASK OR ACTIVITY</b>	<b>POSSIBLE MARKS</b>
<b>01-19</b>	<b>Silicon Coast - Trial Balance</b>	<b>5</b>
<b>01-26</b>	<b>Silicon Coast - Working Papers</b>	<b>5</b>
<b>02-02</b>	<b>Silicon Coast - Statements and Reports</b>	<b>5</b>
<b>02-09</b>	<b>Silicon Coast - Final Submission: Completed Practice Set</b>	<b>5</b>
<b>02-16</b>	<b>Simply GL - Pilot Plumbing</b>	<b>5</b>
<b>02-23</b>	<b>Simply A/P - Carousel Cafe</b>	<b>5</b>
<b>03-01</b>	<b>Simply A/R - Wallstreet Wizard</b>	<b>5</b>
	<b>Artistic Interiors - Comprehensive Problem</b>	<b>15</b>
<b>03--08</b>	<b>Final Submission: Completed Practice Set</b>	<b>10</b>
<b>TOTAL MARKS POSSIBLE</b>		<b>60</b>