

BCIT COURSE OUTLINE

Ref. no./Date FMGT2710 January 1997

Title COMPUTER-BASED ACCOUNTING**Type and Purpose** A General module that deals with computer-based Financial Information System and comprehensive bookkeeping practice in a small firm.**Required by** Second-term Financial Management Technology students.**Instructors**

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Required Texts & Tools AccPac Simply Accounting for Windows. M&D Purbhoo. Addison-Wesley Latest Edition.
 First Choice Carpets, Inc. An Accounting Simulation. Carol Zwicker. Blue Sky Publishing.

Proof of Purchase of the above materials is required or no grade will be given.

AccPac Simply Accounting for Windows, Version 4.0. (Optional)
 PC with a modem and a Spreadsheet application (Optional)
 Financial Calculator (Sharp EL-733 or similar).

Prerequisites Successful completion of all Level 1 work.

Learning Outcomes Upon successful completion of this module, students shall:
PART I: SPREADSHEET

1. Be able to construct a workbook that contains a general journal, general ledger and subsidiary ledgers.
2. Be able to enter transactions in the workbook.
3. Be able to prepare financial statements, schedules and reports in the workbook.
4. Be able to analyze the activity and financial position of a small merchandising firm.

PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS

5. 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.
6. Understand computer-based accounting in general and use AccPac Simply Accounting for Windows in particular.
7. Understand accounting principles as they apply to packaged accounting systems.
8. Complete applications using AccPac Simply Accounting. The following Simply for Windows modules will be employed:
 - General Ledger
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - System

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9. 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 four weeks will be taken up with the Practice Set in a spreadsheet application. The remainder of the term will be taken up with AccPac Simply Accounting for Windows using the Purbhoo text

Teaching and Learning Approaches

This is a lecture/lab module. Lectures will provide the background for laboratory work. Lab time will be used to complete assigned work, to get help with problems and for practical tests.

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 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 for completion by the end of term and it will be printed and submitted (with data diskette) for grading.
4. All assignments (corrected) will be submitted in a portfolio at the end of term.

Assessment Procedure

PART I: SPREADSHEET PRACTICE SET

- | | |
|-----------------------|-----|
| 1. Weekly assignments | 30% |
| 2. Portfolio | 10% |

PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS

Five practical tests will be given during the term (in labs). Each quiz is worth 5% of the term grade, with a 'throw-out' allowed. Missed quizzes cannot be made up. There will be no formal examination in this module.

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|----------------|-----|
| 1. Assignments | 30% |
| 2. Quizzes | 20% |
| 3. Portfolio | 10% |

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.

Although cooperative learning strategies are encouraged, individual submissions are required throughout this module. 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.

The detail of this Course Outline is subject to change by mutual agreement.

Computer-based Accounting
 FMGT 2710: COMPUTER-BASED ACCOUNTING
 PLAN OF WORK
 JANUARY 1997

Session	Topic	Read	Lab Prep	Homework
01-06	Course Introduction	First Choice	Setup	
01-13	Practice Set	First Choice	Journalize	Journals
01-20	Practice Set	First Choice	Post/Reports	GL
01-27	Simply Accounting - Introduction	Pilot	Pilot-GJ	Jan/Feb
02-04	Simply	Carousel	Carousel	Pilot
02-11	Simply	Wizard	Wizard	Carousel
02-18	Simply	Celine's	Celine's	Wizard
02-25	Simply	First Choice	First Choice	Celine's
03-04	Course Conclusion	First Choice		First Choice

Six Rules for Building Spreadsheets Other People Can Understand

1. Provide Documentation

- Reserve the first sheet to list all the other sheets in the Workbook.
- If you write macros, provide a line by line explanation of how they work.
- Organize things in the order most convenient for entering data and label each section clearly: avoid peculiar acronyms and abbreviations. Then use formulae to link the report page back to the data entry page.

2. Separate data entry areas from reports

- Printed reports are often brief and stylized, so it is helpful to put the data entry area onto one page of your workbook and use a separate page to design your report.
- The data entry page can include notes, data entry instructions, definitions even phone numbers to call when there are questions.
- Link the report page to the data entry page using formulae and/or look-ups.

3. Name everything systematically

- Assign names to ranges and cells that will be used in reports and/or calculations later in the workbook.
- Assign names to the pages of your workbook.
- When pages are named, begin range names with an initial for the page.

4. Make data cells distinctive

- Some cells hold formulae while others hold values. Use colour, borders or shading to differentiate between cell types. Be consistent in the application of colour so that it is easy to see the difference.
- Leave this kind of formatting until the spreadsheet is working and de-bugged. It is better to wait until the task is done before doing any serious formatting.

5. Never put a constant into a formula

- Put constants on your front page and explain them with notes. Where you need to use the constant later on, look to it from where it is needed.

6. Use a standard report footer and use it on every page of your workbook.

- Make the footer include the name of the file that generates the report and don't scrimp. Include the drive number, directory, sub-directory and folder or file name.

Why go to all this trouble?

Well, not just because we said so. If you are hit by a bus, your successor will thank you. But, better yet, the more self explanatory your spreadsheet is, the less time you will have to spend explaining it yourself.