



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of
Business**

COURSE OUTLINE FOR: Computerized Accounting	DATE: January 2001 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	

Instructor:	Graham Hughes/Noel Brennan
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Office Hours: AS POSTED	

Pre-requisites: FMGT 1105, Comp 1105

Required texts & Tools

- Using Simply Accounting Version 8.0. Purbhoo & Purbhoo. Addison-Wesley
- Join the website: <http://OXFORDSTREET.INTRANETS.COM>

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 .
- 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.

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.

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.



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Assessment Procedure

- Reports generated from text assignments will be submitted for grading each week.
- 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:

Simulation Project	15%
Assignments	50%
Quizzes	15%
Final examination	<u>20%</u>
Total	<u>100%</u>

Changes to the course outline may be made upon mutual agreement between the Instructor and the student representatives



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Jan 01	Class/course intro		TBA	
Jan 08	G/L Creation	Ch 01,02		
Jan 15	General Journal	Ch 03		
Jan 22	Accounts Payable	Ch 04		
Jan 29	Payable Journals	Ch 05		
Feb 05	Accounts Receivable	Ch 06		
Feb 12	Receivables Journals	Ch 07		
Feb 19	Payroll Ledger	Ch 09		
Feb 26	Inventory Ledger	Ch 14		
Mar 05	Final Exam Week	All Chapters		

Course Record:

Developed by: _____ **Graham R. Hughes**

_____ **Date: December 2000**
Instructor

Revised by:

_____ **Date: January 2001**
Instructor

Approved by:

_____ **Date:** _____