BCIT®

A POLYTECHNIC INSTITUTION

School of Business
Program: Integrated Management Studies
Option:

FMGT 4730
Computerized Accounting for Managers

Start Date:	March 2004		**End Date:**	May 2004	

Total Hours:	30	**Total Weeks:**	10		**Term/Level:**	4	**Course Credits:**	2	
Hours/Week:	3	**Lecture:**	1	**Lab:** 2	**Shop:**	0	**Seminar:** 0	**Other:**	0

Prerequisites		**FMGT 4730 is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
FMGT 1100	Accounting 1		

v Course Description (required – MUST be from BCIT web - course descriptions)

This is the last in a series of three accounting courses designed to provide Business Administration students with a general understanding of accounting. This particular module introduces the student to computer based accounting systems and illustrates the application of such a system in small business.

v Detailed Course Description (optional – more detailed description provided by Instructor)

v Evaluation

Assignments	35	%	Comments:
Quizzes	40	%	
Mid Term		%	
Participation		%	
Final Exam	25	%	
TOTAL	**100**	**%**	

v Course Learning Outcomes/Competencies

Upon successful completion of the course, the student 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.
- Set up 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.

v Verification

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

Graham R. Hughes	June 30, 2003
Authoring Instructor	Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor	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 given reasonable notice.

v Instructor(s)

Graham R. Hughes   Office Location: SE6 336   Office Phone: 604 451-6841
                      Office Hrs.:   As posted   E-mail Address: ghughes@bcit.ca

v Learning Resources

Required:

Using Simply Accounting Version 10.0 Purbhoo & Purbhoo Addison-Wesley

Recommended:

Simply Accounting Program - Version 10.0 (Recommended but optional)

v Information for Students

(Information below can be adapted and supplemented as necessary.)

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. 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 **immediately**.

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, quizzes, tests, projects, 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.

v Assignment Details

- 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.
- Set up 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.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1	General Journal	Ch 1,2,3	Missoni	Mar 21
2	Payable Transactions	Ch 5	Chai Tea	Mar 28
3	Receivable Transactions	Ch 6	AirCare	Apr 4
4	Company Set Up	Ch 4	CISV	Apr 11
5	Credit Card Transactions	Ch 8	Outset	Apr 18
6	Payroll Transactions	Ch 10	Limelight	Apr 25
7	Inventory Transactions	Ch 11	Adrienne	May 9
8	Inventory Transactions (part 2)	Ch 11	Adrienne	May 9
9	Project 1	Ch 16	Stratford	May 16
10	Review			