



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE OUTLINE FOR: Computerized Accounting	DATE: March 2003 FMGT 4730
TAUGHT BY: Financial Management	
TAUGHT TO: Program: Business Admin Option: All	

Lecture/Lab	Total Hours: 27	Term/Level: 2
Other:	Total Weeks: 9	Credits:

Instructor:	Graham Hughes
Office No. SE6-336	Phone: 451-6841
E-Mail: ghughes@bcit.ca	Fax: 439-6700
Office Hours: AS POSTED	

Pre-requisites: FMGT 1100 or 1105, Comp 1105

It is assumed that the student has a working knowledge of Windows 98/2000/XP including the ability to copy and move files, to use Winzip, and to access the various components of the BCIT local area network.

Required texts & Tools

- Using Simply Accounting Version 9.0 Pro Purbhoo & Purbhoo Addison-Wesley
- Simply Accounting Program - Version 9.0 (Recommended but optional)

Course Description and Goals: A Specialist module that introduces students to computer-based financial information systems and comprehensive accounting/record keeping practice in a small firm.



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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 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.

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. This is done using a wide variety of small business settings including Retail, Novelties, a Non-profit Organization and several service firms.

Teaching and Learning Approaches

- This subject is offered in a lecture/lab format in appropriate 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.
- The comprehensive case will take students from the beginning to the end of the Accounting cycle working from source documents to financial statements.
- **Any changes to the course outline will be made with the concurrence of the student set representatives.**



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Assessment Procedure

- Reports generated from text assignments will be submitted for grading each week for grading.
 - "Hands on" quizzes and exams will be written during the scheduled lab sessions. Missed quizzes/exams will be allocated a mark of zero.
 - A final examination will be administered.
 - The problems assigned from the text will be completed and saved to disk. Each problem will contain a 'student signature' (Name or SIN in a posted entries and company name). Students will responsible for backing up data files for each chapter of completed work. Copies of all data files will be available to the instructor on request.
 - All problems are to contain a 'student signature'
 - name in all assignment **company name**
 - first four letters of student's last name or last four digits of student number must be included in at least two of the entries
- Note: See last page of outline for details.
- 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 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.

Notes:

- **A "student signature" is required on all assignments – assignments submitted without a "student signature" will be assessed a mark of zero.**
- **Ensure backups of all data files be maintained as the instructor may require submission of the same.**

Student Evaluation Format:		
Weekly Assignments	35%	
In-class Quizzes	40	
Final Exam	25	
Total	100 %	



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Week	Topic	Pre-read	Weekly Assignment	Date
1	General Journal	Ch 1, 2, 3	Missoni Marbleworks	Mar17
2	Company Setup	Ch 4	CISV-Toronto Seminar Camp	Mar24
3	Payables Transactions	Ch 5	Chai Tea Room	Mar31
4	Receivables Transactions	Ch 6	Air Care Services	Apr 7
5	Quotes & Orders	Ch 7	Andersson Chiropractic	Apr14
6	Conversion to Computerized System	Ch 9	Dorfmann Design	Apr21
7	Payroll Transactions	Ch 10	Lime Light Laundry	Apr28
8	Inventory Transactions	Ch 11	Adrienne Aesthetics	May 5
9	Work on ch11	Ch 11	Submit at end of Week 9	May12
10	Final Exam Week	TBA		May19

Course Record:

Developed by: _____	Graham Hughes	Date: December 2001
	Instructor	
Revised by: _____	Tom McDonald	Date: September 2002
	Instructor	
Approved by: _____		Date: _____
	Associate Dean	



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ASSIGNMENT REQUIREMENTS

Students are required to submit a hard copy of the **Trial Balance** and **All Journal Entries** for the appropriate chapter assignments. All hard copies are to be printed directly from Simply Accounting rather than being exported and printed from a secondary software program.

Student Signature

The course outline mentions a "student signature" that is to be included in **ALL** of the assignments completed. This will consist of your name or initials entered in all entries and in the **Company Name**.

Please enter your name or student number as follows:

Company Name

Student's name and chapter are to be included in the Company Name
(eg **Student Name – Grandeur – Ch 5**)

Data Entries

First four letters of student's name or last four digits of student's number

<u>Program</u>	<u>Entry Points</u>
General Ledger	Comments for Journal entries
Accounts Payable	As part of Invoice # As part of Cheque #
Accounts Receivable	As part of Invoice # As part of Cheque #
Payroll	As part of Cheque #

The instructors **STRONGLY** suggest that you keep copies and/or backups of all data once the chapters are completed. These files may be required by the instructor to confirm your assignment marks.

The student will be responsible for understanding the content and how to print the reports reviewed in the various chapters.