



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE OUTLINE FOR: Computer-based Accounting	DATE: March 2002 FMGT 2125
TAUGHT BY: Financial Management	
TAUGHT TO: Computer Systems <i>Program: Computer Systems Technology</i>	

Course Credits:	Term/Level: 2		
Total Hours:	27		
Total Weeks:	9		
Hours/Week: 3	Lecture: 1	Lab: 2	

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

Pre-requisites: FMGT 2100 or 2120
It is assumed that the student has a working knowledge of Windows 95/98/2000 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 8.0/8.5 Purbhoo & Purbhoo. Addison-Wesley
 - Simply Accounting Program - Version 8.0 (Recommended but optional)
- Note:** The BCIT bookstore offers for sale the student version of Simply Accounting Version 8.5 which includes Simply Version 8.0.



Course Learning Outcomes:

Upon successful completion of this subject, students will be able to:

- To apply Window's functionality as it applies to the setup, operation and maintenance of a basic Windows-based accounting package.
- Understand the structure of a computer-based accounting system in general and CA Simply Accounting in particular.
- Understand accounting principles as they apply to packaged accounting systems.
- 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 a manual accounting to a computer-based accounting system.
- 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 business.
- 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.
- Recognize the shortcomings and limitations of CA Simply Accounting and other similar (simple) accounting packages and appreciate the situations where such packaged products can be effectively implemented.



Assessment Procedure

- All hard copy assignment submissions will have a first page trial balance for the period-end followed by "All Journal Entries" for the particular chapter. These reports and any others requested by the instructor will be submitted 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 chapter assignments from the text will be completed and saved to disk. Each problem will contain a 'student signature' (Name or student number in the majority of posted entries). Students will be 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 the majority of 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).
 - Emphasis will be placed on the timely submission of assignments: late work will not be accepted for grading: incomplete work will be severely penalized.

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.**



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

Assignments without a "student signature" will be assessed a mark of zero.

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.