BCIT®

A POLYTECHNIC INSTITUTION

School of Business
Program: Information Technology Management;
Business Management

Course Number FMGT4730
Computerized Accounting

Start Date:	March 19, 2007	**End Date:**	May 25, 2007

Total Hours:	30	**Total Weeks:**	10			**Term/Level:** 2	**Course Credits:**	2.0	
Hours/Week:		**Lecture:**	1	**Lab:**	2	**Shop:**	**Seminar:**		**Other:**

Prerequisites: Students are required to possess working knowledge of a current windows operating system including the ability to transfer files, use file compression, and access various components of the BCIT local area network.

Course Number FMGT4730 is a Prerequisite for:

Course No.	**Course Name**	**Course No.**	**Course Name**
FMGT 1100 or FMGT 1105	Accounting 1		

- **Course Description**

This course introduces students to computer-based financial information systems, with particular emphasis on the conversion from a manual system, and the use of Simply Accounting in a small business environment.

- **Evaluation**

Chapter Asssignments (based on best 5 of 7)	30%
Quizzes (based on best 3 of 4)	30%
Term Project	20%
Final Examination	20%
TOTAL	100%

- **Course Learning Outcomes/Competencies**

Upon successful completion of this subject, students will be able to:
- Explain the structure of computer-based accounting systems in general.
- Apply accounting principles as they relate to packaged accounting systems.
- Design an accounting system using Simply Accounting.
- Convert a manual accounting to a computer-based accounting system.
- Carry out all of the activities in the accounting cycle (transactions entry, posting, adjusting entries, closing entries, and financial statement preparation) for a small business.
- Prepare daily transactions that include Customer, Vendor, Employee, and Inventory transactions using specialized modules in a Windows-based small business accounting application.
- Discuss some of the shortcomings and limitations of Simply Accounting and other similar (simple) accounting packages.
- Evaluate situations wherein Simply Accounting and similar packages can be effectively implemented.

- **Verification**

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

Victor Waese
_____   March 12, 2007
_____
              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 provided reasonable notice.

- **Instructor(s)**

Victor Waese   Office Location: SE6-343   Office Phone: 604-456-8151
                                 Office Hrs.:   as posted   E-mail Address: vwaese@bcit.ca

- **Communicating with your instructor:**

  - You may contact me via e-mail at vwaese@bcit.ca. To be sure your message is not accidentally treated as spam mail, please include in your subject heading the following:

    "Name, Student #, Set, FMGT 4730"

  - It is more efficient to contact me by email than it is by phone, as I constantly check my email messages, even when I am not in the office.

  - Please make sure that your "myBCIT" e-mail account has been set up to automatically forward to whatever email address you regularly check any email I may send to your myBCIT account. If I find it necessary to communicate with a student in FMGT 4730 by email, I will send an email to the student's myBCIT email address, and you will not receive such messages on a timely basis if you do not setup myBCIT to forward your email to an account you regularly check.

- **Learning Resources**

Required:

Textbook: Using Simply Accounting 2006 Pro and Basic Versions for Windows, by M. Purbhoo. (Note: this text includes a fully functional version of the Simply Accounting 2006 Pro software.)

Recommended:

USB memory stick

- **Information for Students**

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis.

Makeup Quizzes or Exams: There will be **no** makeup tests, exams or quizzes. If you miss a quiz or exam you will receive a grade of zero. 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 **prior** to the quiz or exam.

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, projects, quizzes, 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.

- **Evaluation Details**

- Assignments and Term Project
  - Late submissions will not be marked.
  - See "Assignment Requirements" and "FMGT 4730 Marking Standards" below.
  - Collaborative learning is encouraged. However, all work submitted for grading must be the work of the individual student. See "A Note on Confidentiality and Cheating" below.

- Quizzes and exams
  - Quizzes and exams will be written during the scheduled lab sessions.
  - Missed quizzes or exams will be allocated a mark of zero.

ASSIGNMENT REQUIREMENTS

The following apply to all assignments and the term project.

Submission requirements:
1. Submissions must be on-time and in accordance with assignment instructions.
2. Submissions will be hardcopy;
3. Students must keep backup copies of their Simply Accounting company files for each assignment, as the instructor may request submission of the backup file. The instructor may refuse to grade an assignment where a requested file is not submitted on a timely basis.
4. Submitted reports must be **stapled in the same order** as listed in the assignment instructions.
5. Full compliance with the Student Signature requirements (see below) is mandatory.
6. Do not attach a title page to assignments; a title page is required for the term project.
7. Always "SHOW CORRECTIONS" on all reports (check "show corrections" on the report options screen).
8. All Simply Accounting reports are to be printed **directly** from Simply Accounting and not from a secondary software program (do not export to another program and then print).
9. All corrections to journal entries entered by the student must be made by using the "adjust"function in Simply Accounting. If you find that you cannot accomplish a correction by using the "adjust" function, and you must put through a General Journal entry to effect the correction, you must explain your correction in a written memo, and attach any such memo as the last page of your Journal Entries Report.

- **STUDENT SIGNATURE**

A "student signature" is to be included in all of the assignments and in the term project. The "student signature" consists of two components. The first component is your name followed by your student number and set number, and then the chapter number, entered to replace the company name. The second component is the last four digits of your student number entered with all your journal entries. **Assignments and term projects without the "Student Signature" will not be marked.**

    Example: for the student *Joe Accounting #00123456* for the *Chapter 3* assignment.

    (1) Company Name : Student Name Student # Set # Ch #

        Example for the student *Joe Accounting #00123456* in IMST 4A for the *Chapter 63* assignment:

        Joe Accounting A00123456 IMST 4A Ch 6

    (2) Journal Entries: Last four digits of student number in every journal entry, entered in presecribed manner.

        Examples for the same student *Joe Accounting #00123456* for the *Chapter 6* assignment:

In Journals	Where Signature Appears	Last four digits of Student ID appears as shown here
General	In the comments field	"Entry to record cash sale – **3456**"
Payables	As part of Invoice # 001	9**3456**001
Payments	As part of Cheque # 001	9**3456**001
Receivables	As part of Invoice # 001	9**3456**001
Receipts	As part of Receipt # 001	9**3456**001

Note that when entering an invoice or cheque number, the first digit will be a **9 for EVERY student,** then the next four digits will be the **last four digits of the student number (3456)**, and then these digits will be followed by the **document number given in the information (001 in the example). There are no spaces in this number.**

To save yourself a lot of effort in remembering to enter your student number as part of the source document number, it is possible in the payables and receivables modules to setup the data entry forms for invoices and cheques such that the next document number will automatically include the student signature required. This can be done using the setup functions for forms, which permits the user to specify at what number the next document number is to begin.

- **FMGT 4730 MARKING STANDARDS**

Assignment Marking Standards:

Issues	Assignments	Term Project
Missing Student Signature	Not Marked	Not Marked
Reports printed from programs other than Simply	Not Marked	Not Marked
Missing or incomplete reports including incorrectly dated reports (per report)	- 10%	- 10%
Reports not stapled or in correct order	- 10%	- 10%
Reports submitted that were not requested (per report)	- 10%	- 10%
Transaction entry errors (per error)	Marker's discretion Usually -5%	Marker's discretion Usually -5%
Additional marks may be awarded or penalties imposed at the discretion of the marker.		
Bonus Marks: Perfect assignment and term project submissions will earn a 10% bonus. What this means is that an earned grade of 100% on an assignment or term project will be recorded as 110%.		

Assignments will be graded on the basis of having been submitted in good form and on the basis of accuracy. When we say "good form" what we mean is that the student must submit precisely the correct reports required by the assignment instructions, and these reports must be stapled in precisely the same order as requested. There are penalties for submitting the wrong reports, putting them in the wrong order, and not stapling them. It is possible to get all the accounting correct, but to earn a 0% grade on account of failure to submit in good form.

Also note that there is a significant bonus for ensuring you have corrected your work to be 100% correct. Solution keys are provided on the ShareOut to help you achieve this 100% accuracy, and any submission that earns 100% will be recorded at 110%. Note that when we say 100% correct, this does not mean to say you cannot make any data entry errors. What it means to say is you must correct your errors, so that with your corrections, the trial balance and GL balances are 100% correct after you have corrected any data entry errors.

- **QUIZ AND FINAL EXAM MARKING STANDARDS**

All quizzes and the final exam will consist of two parts: one part which is "closed book" where multiple choice questions based on the multiple choice questions you will have been given to study must be answered without reference to any notes or text or computer source; and a second part which is "closed book – open computer", for which any Help material in the Simply Accounting program (including the User Guide) may be used.

Issue	Penalty
Setup or file submission assistance required	- 20%.
Writing after time expires	
First offence	- 20%
Second offence	0 marks on quiz.

- **HOW TO SUCCEED IN THIS COURSE**

  ➢ Submit your work exactly as you have been instructed to, in good form, and make sure you comply with the Student Signature rules.

  ➢ Do the assignment early enough in advance of the assignment due date so that you have enough time to check your trial balance to the trial balance in the solution key which has been posted on the Share-Out.

  ➢ For those accounts on your Trial Balance that have an error in them, compare your GL listing for that account to the GL listing for that account in the solution key, figure out the accounting or data entry error(s) you made with your journal entries that affected that account, and then correct them.

  ➢ Corrections should be accomplished by using the "adjust" function in Simply Accounting so that there is always an audit trail through to the original source document. If you find that you cannot accomplish a correction by using the "adjust" function, and you must put through a General Journal entry to effect the correction, you must explain your correction in a written memo, and attach any such memo as the last page of your Journal Entries Report.

  ➢ You may seek the assistance of your instructor, prior to the assignment due date, to figure out how to correct an error that you are not clear on how to fix.

  ➢ Master your file management skills: students have failed the final exam because they did not learn how to deal with the Simply Accounting Files.

  ➢ Develop a sound backup strategy, to save yourself unnecessary duplication of work done. Also, keep a computer file backup readily accessible; the instructor may ask you to submit your backup while he is in the process of marking your hardcopy submission.

  ➢ When you have completed the assignment, study the multiple choice questions for that chapter, as the examination questions will include questions from those you have studied.