



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

<b>COURSE OUTLINE FOR:</b> <b>Computer-based Accounting</b>	<b>DATE: March 2001</b> <b>FMGT 4730</b>
<b>TAUGHT BY: Financial Management</b>	
<b>TAUGHT TO: Management Systems</b> <i>Program: Management Systems</i>	

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

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**Course Description and Goals:** An experiential module aimed at introducing management systems students to computer-based accounting.

**Prior Learning Assessment Method:**  
Not available

### Learning Resources

**Required Text:**

*Using Simply Accounting version 8.0 for Windows: an integrated simulation*

**Purbhoo & Purbhoo**



**Learning Outcomes:** Upon successful completion of this module, students shall:

1. Be able to apply Window's functionality as it applies to the setup, operation and maintenance of a simple Windows-based accounting package.
2. Understand computer-based accounting in general and CA Simply Accounting in particular.
3. Understand accounting principles as they apply to packaged accounting systems.
4. Complete applications using CA Simply Accounting working with the following modules:
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Payroll
  - Inventory
  - Other features
5. Understand 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.

**Evaluation:**

A high standard of work is expected in this module. All work done should be to a professional standard. The assignments should be completed as preparation for the quizzes. Failure to prepare properly for the quizzes will impact the grade received on the quizzes. Completed assignments can be checked before attempting the quiz.

Assignments	10 %	
Quiz # 1	10 %	
Quiz # 2	10 %	
Quiz # 3	10 %	
Quiz # 4	10 %	
Quiz # 5	10 %	
Project	20 %	
Final Exam	20 %	

**Content/Context**

The first classroom session will introduce the work and navigating the application.

The second classroom session will be used to review and test the independent learning accomplished in the General Ledger ,Vendor and Customer modules, and to introduce setting up a company.

**Teaching and Learning Approaches**

1. General Ledger and Customer module assignments from the text will be completed independently and be reviewed at the second classroom session.
2. General Ledger, Vendor and Customer modules will be tested at the second classroom session.
3. Vendor and inventory module assignments from the text may be completed independently. These will not be reviewed but check figures will be provided.
4. All assignments will be submitted in a portfolio at the end of term.

**Assessment Procedures:**

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).

Various reports and statements will be printed for each assignment for inclusion in the portfolio.

**Notes:**

Emphasis will be placed on the timely submission of assignments: late work will not be accepted for grading: incomplete work will be severely penalized.

Although cooperative learning strategies are encouraged, individual submission is required throughout this module. The Institute's policy regarding plagiarism will be strictly enforced. Where plagiarism is suspected, students may be required to sit an oral examination of their work.

Be clear on understanding what a "student signature" is and including it in assignments.

50% penalty -- failure to include "student signature" in assignments.

Ensure data files are included with submission of portfolios.

This may require the use of "Winzip".



Text	Problem	Coverage	
Ch 2	PlayWave	General Ledger-Setup	
Ch 3	“ “	General Journal transactions	
Ch 4	“ “	Accounts Payable set-up	
Ch 5	PlayWave and Live Links	Accounts Payable transactions	
<p>Ensure the student signature has been used throughout Chapters 2 – 5.</p> <p>Submit the data file for <b>Play Wave</b> for Chapter 2 – 5. Use the same data file for Chapters 2 – 5.</p> <p><b>Live Links</b> – Chapter 5 only Reports per Page 166</p>			
Ch 6	Live Links	Accounts Receivable set-up	
Ch 7	Live Links	Accounts Receivable transactions	
<p>Review Questions – Chapters 4, 5, 6, 7</p> <p><b>Live Links</b> Reports per page 225 Data files for Chapter 6 Before and after history has been completed</p> <p>Data files for Chapter 7</p>			
Test #1	TBA	GL and AR and AP	
Ch 9	PlayWave	Payroll set-up	
Ch 10	PlayWave and Live Links	Payroll transactions only	
Ch 14	TBA	Inventory set-up	
Ch 15	TBA	Inventory transactions	
Test #2	Project	Chapter 20 – Anderson Farm	



**Course Record:**

**Developed by:** \_\_\_\_\_ **G. Hughes** \_\_\_\_\_ **Date: March, 2001**  
**Instructor**

**Revised by:** \_\_\_\_\_ **T. McDonald** \_\_\_\_\_ **Date: March, 2001**  
**Instructor**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Associate Dean**



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*Assessment Procedure*

- The Practice Set will be completed by each student and submitted for grading at the end of the course.
  - A final examination will be administered.
  - 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.
  - The problems assigned from the text will be completed and saved to disk. Each student will responsible for backing up data files for each chapter of completed work.  
Copies of all data files will be provided to the instructor with the final portfolio.
  - All problems are to contain a 'student signature'
    - name in all assignment company names (eg Student Name – LL – Ch 5)
    - first four letters of student's Last Name must be included in all entries
- Note:** The student's signature may be entered in comments of any General Journal entries. For other entries, the signature may be entered in the cheque, invoice, receipt, or deposit number fields.
- Various reports and statements will be printed for each assignment for inclusion in the portfolio.

*Notes:*

- Emphasis will be placed on the timely submission of assignments: late work will not be accepted for grading: incomplete work will be severely penalized.
- Any assignments without a "student signature", as noted above, will receive a 50% penalty.
- **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.
- Other reports required and assignment submission details will be provided in documents made available to students on the "Shareout" drive.
- Although cooperative learning strategies are encouraged, individual submission is required in this module. The Institute's policy regarding plagiarism will be strictly enforced. Where plagiarism is suspected, students may be required to sit an oral examination of their work.



## Play Wave

**Chapter 3** Page 95 - G/L Reports

**Chapter 4** Page 124 & 125

**Chapter 5** Page 164 All Journal Entries  
Trial Balance  
Income Statement  
Balance Sheet  
Vendor Aged Detail Report

**Data files for chapters 3 - 5.**

## Review questions

**Chapter 4** Page 130

**Chapter 5** Page 166

**Chapter 6** Page 190

**Chapter 7** Page 225 & 226

## Live Links

**Chapter 5** Page 166 Reports Listed

### **Chapter 6**

Data Files with Receivables module setup

**Before** History has been set

- -- **do not** complete procedure outlined on page 188.

After History has been set

- after procedure on page 188 has been completed.

**Chapter 7** Page 225 Reports Listed

**Data files for chapters 6 & 7.**