



JUN 21 2000

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline

Operating Unit: Business

Program: Management Systems Technology

Option: All

FMGT 4730

Computerized Accounting for Management Systems

Course Credits:

Term/Level: 2

Total Hours: 27

Total Weeks: 9

Hours/Week: 3

Lecture: 1

Lab: 2

Prerequisites

FMGT 4730 is a Prerequisite for:

Course No.

Course Name:

Course No.

Course Name

FMGT 2100

Accounting 1

none

Course Goals

This is the last in a series of three accounting courses designed to provide second year Management Systems Technology students with a general understanding of accounting. This particular module introduces the student to computerized-based accounting systems and illustrates the application of such a system in small business.

Evaluation

Final Examination	20%
Practice Set	35%
Weekly Assignments	<u>45%</u>
TOTAL	100%

DRAFT OUTLINE



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Course Learning Outcomes/Competencies

1. Perform daily transactions that include Vendor, Customer, Employee, and Inventory transactions using a Windows-based small business accounting application.
2. Perform periodic transactions to adjust and close accounts.
3. Setup a new set of accounts and convert from manual to computer-based methods.
4. 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.
5. 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 (Practice Set).
6. Understanding of basic payroll and inventory procedures.
7. Understanding of basic accounts receivable and accounts payable procedures.
8. Defining and understanding the relationship between linked accounts and the maintenance of the accounting system used.

Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Program Head/Chief Instructor

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

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Effective Date:

January 2000

Instructors

Tom McDonald	Office Number: SE6 336	Phone: 432-8599
Noel Brennan	Office Number: SE6 322	Phone: 451-6795

Learning Resources

Required Text:

USING SIMPLY ACCOUNTING VERSION 7.0
Purbhoo & Purbhoo

BCIT Policy Information for Students

1. ALL OUTLINES, SCHEDULES, AND MARK ALLOCATIONS ARE SUBJECT TO CHANGE IF THE INSTRUCTOR DETERMINES THAT CHANGE IS REQUIRED.
2. This Course Outline may assist you in the future to receive credit for all or part of a course from another post-secondary institution or from a professional program. It is strongly recommended that you keep this Course Outline in a safe place for future reference.
3. CHEATING, PLAGIARISM, AND DISHONESTY: "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. These penalties may also be applied to students who knowingly contribute to the act of dishonesty, cheating and plagiarism." (Refer to the current BCIT Calendar)
4. Programmable calculators will not be allowed in exams.

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Attendance

- Attendance at labs (and only doing work on Simply Accounting) is compulsory. If you are not at the lab, you will get zero marks on the week's lab assignment. However, if you can hand in the week's lab assignment to the instructor before the lab start, you can be excused from the lab. The assignment must be provided directly to the instructor before the lab starts and should not be put in the instructor's box on the 2nd floor of the SE6 building.
- Attendance requirements will be enforced as per the BCIT policy on page 7 of the calendar. Excessive absence will be deemed to be missing more than 2 labs for reasons within the student's control. Upon notification of excessive absence and failure to provide adequate explanation, the student will be **disqualified from writing the final examination**.
- Students are expected to bring their text books to the lab sessions.

Assignment Details

- Grading of assignments will be reviewed by the instructor in class.
- Every attempt has been made to have the assignments schedule lag considerably behind the lectures: students should not take this to mean that the assignments need be left until the assigned lab period, instead the due date is to be viewed as the submission time.
- Assignments are due at 12:00 PM on the day of the week specified by your lab instructor and must be placed in the appropriate assignment boxes on the 2nd floor of the SE6 building
- The company name for all assignments must include the student's last name and set letter. For example, "Reliable_Jones_Set Z".
- All general journal entries must include the student's initials in the comment field of the general journal entry.
- During each lab, the instructor may request that the student export a report to a Microsoft Excel file and transfer the file(s) to the sharein folder for the student's set. The file(s) **should not be exported** directly to the sharein folder. It won't work. The exported file(s) will be used, along with the hardcopy assignment submitted on due date, for grading the assignments.

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ASSIGNMENT / EXAM SCHEDULE

<i>Week</i>	<i>Topic</i>	<i>Pre-read</i>	<i>Weekly Assignment</i>	<i>Practice Set</i>
Mar 20	Course Introduction	Chap 1, 2, 3	Reliable Roofing	
Mar 27	Vendor Transactions	Chap 4	Jana Jean's Coffee	
Apr 3/10	Customer Transactions	Chap 5	Grandeur Graphics	
Apr 10/17	Company Setup	Chap 6	CISV-Toronto Village	
Apr 17/1	Employee Transactions	Chap 8	Carnival Catering	Chapter 10 Maverick Micro
Apr 24/8	Inventory Transactions	Chap 9	Meteor Mountain Bike	
May 1/15	Bank Reconciliation	Chap 14	HSC School Store	
May 8	Review			
May 15	Review			Practice Set Due

Recommended reading:

<i>Chapter</i>	<i>Topic</i>	<i>Assessment</i>
Chapters 1 & 2	Course Introduction	Lightly tested
Chap 7	Credit Card Transactions	Lightly tested
Chapter 11	Project Accounting	Not tested
Chapter 13	Comprehensive Problem	Not tested
Chapter 15	Comprehensive Problem	Not tested
Appendix A	Correcting Errors after posting	Lightly tested
Appendix B	Setting System Security	Lightly tested
Appendix D	Integration with other software	Lightly tested

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