



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

<b>COURSE OUTLINE FOR:</b> <b>Computerized Accounting</b>	<b>DATE: January 2002</b> <b>FMGT 2710</b>
<b>TAUGHT BY:</b> Financial Management	
<b>TAUGHT TO:</b> <b>Program:</b> Financial Management <b>Option:</b> All	

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

<b>Instructor:</b>	Graham Hughes
<b>Office No.</b> SE6-318	<b>Phone:</b> 451-6841
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<b>Office Hours:</b> AS POSTED	

**Pre-requisites:** FMGT 1105, Comp 1105

**Required texts & Tools**

- Using Simply Accounting Version 8.0. Purbhoo & Purbhoo. Addison-Wesley
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- AccPac Simply Accounting Version 8.0 (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.

**Prior Learning Assessment Method:** A portfolio may be offered that demonstrates a student's mastery of the learning objectives set out below.



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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.
- A comprehensive case will take the student through each of the stages in the accounting cycle for a small corporation in the wholesale distribution sector.

### **Teaching and Learning Approaches**

- This subject is offered in a lecture/lab format. Labs are held in SE6.
- 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.



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### Assessment Procedure

- Reports generated from text assignments will be submitted for grading each week for grading.
- The comprehensive case will be completed by each student (or pair of students) and submitted for grading at the end of term.
- A final examination will be administered.
- 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.

<b>Student Evaluation Format:</b>		
Weekly Assignments	30 %	
Online Quizzes	16	
In-class Quizzes	34	
Final Exam	20	
Total	100 %	



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Week of:	Topic	Pre-read	Weekly Assignment	
Jan 02	Class/course intro General Journal	Ch 01, 02, 03	Reliable Roofing	
Jan 7	Vendor Transactions	Ch 04	Java Jean's Coffee	
Jan 14	Customer Transactions	Ch 05	Grandeur Graphics	
Jan 21	Company Setup	Ch 06	CISV-Toronto Village	
Jan 28	Credit Card Transactions	Ch 07	Outset Media	
Feb 4	Employee Transactions	Ch 08	Carnival Catering	
Feb 11	Inventory Transactions	Ch 09	Meteor Mountain Bike	TBA
Feb 18	Conversion	Ch 10	Maverick Micro	
Feb 25	Budget Functionality	Ch 12	Bonnie Brides	
Mar 04	<b>Final Exam</b>			

**Course Record:**

Developed by: _____	Date: December 2001
Instructor	
Revised by: _____	Date: _____
Instructor	
Approved by: _____	Date: _____
Associate Dean	