Business Administration

Fall, 2019

BUS 204A, Accounting Software Applications
3 credits, 3 hours

Students' hands-on usage of microcomputer business software that began in BUS 103 continues. The class focuses on computerized accounting and also enhances the students' abilities with the Windows operating system. Other types of application packages, such as databases, will be introduced, as will advanced functions on spreadsheets and word processors.

Prerequisites: BUS103 and BUS130

Instructor

Coert Erasmus
S111A
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Office Hours

Tuesday:	12:00 pm – 1:00 pm
Wednesday:	11:00 pm – 1:00 pm
Thursday:	12:00 pm – 1:00 pm
Friday:	12:00 pm – 1:00 pm

Hours of Instruction

Tuesday:	10:30 am – 11:50 am, CC267
Thursday:	10:30 am – 11:50 am, CC267

Required Resources

Using Sage 50 Accounting 2018 Plus Student DVD, 1/E, M. Purbhoo, Canadian Edition, ISBN 978-0-13-522116-7

Other supplies
- USB storage device
- Access to notebook/PC
- SAGE 50 (Student)

Course Outcomes

Upon successful completion of the course, the student shall be able to:
- Set up a company's accounts in a computerized accounting system
- Use a computerized accounting system to enter typical business transactions
- Maintain receivables, payables, payroll, inventories in a computerized accounting system
- Prepare financial statements using a computerized accounting system
- Create and use spreadsheets with more advanced features of Excel

Evaluation

In-class (Activities/Quizzes)	20%
Assignments (Incl. homework)	20%
Midterm Exam	25%
Final Exam	35%
Total	100%

A grade of C- is required for progression or transfer.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
	A+	4.0	> 93.9
Excellent	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
	B+	3.3	77 – 79.9
Good	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
	C+	2.3	67 – 69.9
Satisfactory	C	2.0	64 – 66.9
Progression	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

BUS 204 – Accounting Software Applications		
Tentative Schedule		
Date	**Tuesday**	**Thursday**
Week 1 Sep 4 – Sep 6	Orientation day	Introduction & Chapter 1: Getting Started
Week 2 Sep 9 – Sep 13	Chapter 2: GST, HST and PST	Chapter 3: Binh's Bins (GJ)
Week 3 Sep 16 – Sep 20	Chapter 3: Binh's Bins (GJ)	Chapter 4: Love It Again (G/L)
Week 4 Sep 23 – Sep 27	Chapter 4: Love It Again (G/L)	Chapter 5: Groen Fields (A/P)
Week 5 Sep 30 – Oct 4	Chapter 5: Groen Fields (A/P)	Chapter 5: Groen Fields (A/P)
Week 6 Oct 7 – Oct 11	Chapter 6: Phoebe's Photo Studio (A/R)	Chapter 6: Phoebe's Photo Studio (A/R)
Week 7 Oct 14 – Oct 18	Chapter 7: Air Care Services (A/R, A/P)	Chapter 7: Air Care Services (A/R, A/P)
Week 8 Oct 21 – Oct 25	Mid-term Review	**Mid-term Exam**
Week 9 Oct 28 – Nov 1	Chapter 8: Helena's Academy (PR)	Chapter 8: Helena's Academy (PR)
Week 10 Nov 4 – Nov 8	Chapter 9: Northern Lights (PR)	Reading day, no class
Week 11 Nov 11 – Nov 15	Chapter 9: Northern Lights (PR)	Chapter 9: Northern Lights (PR)
Week 12 Nov 18 – Nov 22	Chapter 10: Flabuless Fitness (Inv)	Chapter 10: Flabuless Fitness (Inv)
Week 13 Nov 25 – Nov 29	Chapter 15: Tesses Tresses (Bank)	Chapter 15: Tesses Tresses (Bank)
Week 14 Dec 2 – Dec 6	Chapter 15: Tesses Tresses (Bank)	Final Exam Review
Week 15 Dec 9 – Break	**Final Exams**	

Please Note:

Date and time allotted to each topic is subject to change.

Required Skills & Abilities

Enrolment in the Business program and courses, requires the following skills and abilities:

Behavioural

- Ability to listen and follow instructions.
- Ability to manage time and meet deadlines.
- Engage with self and others to create a safe environment.
- Ability to work independently or as a member of a group or team.
- Respond appropriately in situations that are stressful or that involve conflict.

Cognitive

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

Environmental Ability

To function in the presence of each of the following commonly encountered and unavoidable environmental factors:

- Noise.
- Distractions.
- Unpredictable behaviour of others.

Psychomotor

- Perform repetitive movements and tasks
- Perform complex sequences of hand-eye coordination

Technical

- Ability to use a desktop/laptop computer.
- Ability to navigate the college's online Learning Management System (Moodle) and other publisher-specific LMS.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Student Life Department (CC210) is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.