

BUS 204A ACCOUNTING SOFTWARE APPLICATIONS

3 Credits, 16 weeks, 4 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 and/or co-requisites

A minimum grade of C- in BUS103 and BUS130

Instructor

Joanne Hlina
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Office Hours

Tuesday 1:00 pm – 2:00 pm
Wednesday 10:00 am – 11:00 am
2:00 pm – 3:00 pm
Friday 9:00 am – 10:00 am
12:00 pm – 1:00 pm

Hours of Instruction

Wednesday: 12:00 – 1:50 pm, Room S107
Friday: 10:00 – 11:50 am, Room S105

Required Resources

Using Sage Simply Accounting Premium 2012; Mary Purbhoo; Pearson Canada Inc.; ISBN 978-0-13-295173-9

Microsoft Office Excel 2010 Comprehensive; Grauer, Mulbery, Poatsy; Pearson; ISBN 978-0-13-509859-2

USB storage device

Three-ring binder with dividers

Course Outcomes

The student will be able to:

1. Set up a company's accounts in a computerized accounting system
2. Use a computerized accounting system to enter typical business transactions
3. Maintain receivables, payables, payroll, inventories in a computerized accounting system
4. Prepare financial statements using a computerized accounting system
5. Create and use spreadsheets with more advanced features of Excel

Evaluation

The minimum standard for passing this course is a grade of D (50%).

Sage Audits	40%
Logbook	10%
Excel Exercises	30%
Final Exam	<u>20%</u>
Total	<u>100%</u>

This course is an equivalent for a course required to qualify for the CMA entrance exam. A mark of D or higher in this course and a GPA of 2.7 in all CMA prerequisites is required for this purpose.

Descriptor	Alpha	4.0 Scale	Percent
Excellent	A+	4	> 93.9
	A	4	87 - 93.9
	A-	3.7	80 - 86.9
Good	B+	3.3	77 - 79.9
	B	3	74 - 76.9
	B-	2.7	70 - 73.9
Satisfactory	C+	2.3	67 - 69.9
	C	2	64 - 66.9
	Progression	C-	60 - 63.9
Poor	D+	1.3	57 - 59.9
Min Pass	D	1	50 - 56.9
Failure	F	0	< 50

ASSIGNMENTS

Note: In each chapter of Sage Simply Accounting, set the company name to the default name preceded by the initials of your first, middle, and last names. Name all simply accounting files using the company name preceded by your three initials and a space (e.g. FML Muriel rather than Muriel) and the default extensions. (FML indicates your First, Middle and Last initials.)

Save all Excel files using your three initials and a space before the assigned name and omitting the character group at the beginning and '_LastnameFirstname' from the end. (e.g. 'FML gym' rather than 'e02c1gym_LastnameFirstname').

ASSIGNMENT GUIDELINES

Assignments are due no later than the date specified, unless arrangements have been made prior to that assignment's due date.

Fifteen percent (15%) will be deducted for each day, or part thereof, that an assignment is late.

Assignments will not be accepted more than three (3) days late, and a mark of zero will be given for that assignment.

Performance Requirement

Student Responsibilities - It is the responsibility of each student to be prepared for all classes. Students who miss a class (or classes) are responsible for the material covered in those classes and for ensuring that they are prepared for the next class.

Assignment Policy - Assignments are due at the beginning of class on the scheduled assignment due date. Regular audits are based on assignments and can be submitted on the due date only. Late assignments can be submitted in the student logbook for partial marks.

Student Logbook - Each student is required to maintain a copy of all the rough working papers and printed reports that they complete during this course in a logbook. The logbook accounts for 10% of the overall mark. Keeping a logbook is a security procedure practiced by most data entry personnel. The main reason for keeping a logbook is to have a hard-copy record of all work in case of computer failure or file corruption. Students should place all their working papers and printed reports in proper order into a three-ring binder, each company separated by a divider. At the end of the course this logbook will be submitted to your instructor.

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:

1. **Cheating on Tests and Examinations:** Copying the work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.
2. **Plagiarism:** The use or submission of another's words, ideas, results, work, or processes without providing appropriate credit (i.e., Documentation).
3. **Multiple Submissions:** Submitting the same material for credit in two courses, without permission of the instructor(s).
4. **Improper Collaboration:** Inappropriate sharing of work on an assignment that was intended as an individual assignment, or when students work together in groups beyond the degree of permissible collaboration set out by the instructor.

Penalties for academic offences may range from a verbal reprimand to dismissal from the College.

Proposed Agenda

DATE	TOPIC
Wednesday, January 9	Introduction to the course, GAAP
Friday, January 11	Start file; GST, HST and PST
Wednesday, January 16	Intro to Muriel's Murals (General Ledger)
Friday, January 18	
Wednesday, January 23	Audit 1 & Intro to Toss for Tots (Setting up a Company)
Friday, January 25	
Wednesday, January 30	Audit 2 & Intro to Chai Tea Room (Accounts Payable)
Friday, February 1	
Wednesday, February 6	Audit 3 & Intro to AirCare Services (Accounts Receivable)
Friday, February 8	
Wednesday, February 13	Audit 4 & Intro to Helena's Academy (Payroll)
Friday, February 15	
Wednesday, February 20	Audit 5 & Intro to Adrienne Aesthetics (Inventory)
Friday, February 22	
Monday, February 25 – Friday, March 1 Reading Week – No Classes	
Wednesday, March 6	
Friday, March 8	Audit 6 & Intro to Tesses Tresses (Reconciliation)
Wednesday, March 13	
Friday, March 15	Audit 7 & Intro to Village Galleries (Budgeting)
Wednesday, March 20	
Friday, March 22	Audit 8 & Formulas and Functions, Excel Chapter 2
Wednesday, March 27	
Friday, March 29	Good Friday - no class
Wednesday, April 3	Cap I ; Datasets and Tables, Excel Chapter 4
Friday, April 5	
Wednesday, April 10	Cap II Specialized Functions, Excel Chapter 7
Friday, April 12	
Wednesday, April 17	Cap III ; Review
TBA	Final Exam

Note: this agenda is subject to change.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Joanne Hlina, Instructor

Gina Langager, Chair Date Authorized

Guy Harmer, Dean Date Authorized

Signed copies to be delivered to:

- Instructor
- Registrar's Office