

BUS 204 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: A minimum grade of C- in BUS103 and BUS130

Instructor

Pam Wenaus

Office location: S111E

Phone number: 780-791-8956

pam.wenaus@keyano.ca

Office Hours

Monday	12:00 p.m. – 1:00 p.m.
Tuesday	4:00 p.m. – 6:00 p.m.
Wednesday	12:00 p.m. – 1:00 p.m.
Thursday	11:00 a.m.– 12:00 p.m.

Hours of Instruction

Monday	1:00 p.m.– 2:50 p.m.
Wednesday	10:00 a.m.– 11:50 a.m.

Required Resources

Using Sage 50 Accounting 2015 Plus Student DVD -- Access Card Package, 1/e, Purbhoo, Canadian Edition, Kit/Package/ShrinkWrap; 872 pp ISBN-10: 013420509X ISBN-13: 9780134205090
USB storage device, notebook and/or binder

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

Assignments	40%
Quizzes	10%
Midterm	20%
Final Exam	30%
Total	100%

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

Grading System

The minimum standard for progression is C- (60%); a minimum pass is D (50%).

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 Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	Progression	C-	1.7
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	Monday	Wednesday
Week 1 Jan 3 – 9	No Class	Intro to course Chapter 1: Getting Started Chapter 2: GST, HST and PST
Week 2 Jan 10 – 16	Chapter 3: Muriel’s Murals (GJ)	Quiz 1
Week 3 Jan 17 – 23	Muriel’s Murals – Audit Due	Chapter 4: Toss for Tots (G/L)
Week 4 Jan 24 – 30	Quiz 2 Toss for Tots – Audit Due	Chapter 5: Chai Tea Room (A/P)
Week 5 Jan 31 – Feb 6	Chai Tea Room – Audit Due	Chapter 6: Phoebe's Photo Studio (A/R)
Week 6 Feb 7 – 13	Phoebe's Photo Studio – Audit Due	Chapter 7: Air Care Services
Week 7 Feb 14 – 20	Family Day – No Class	Midterm
Week 8 Feb 21 – Feb 27	Reading Week – No Class	Reading Week – No Class
Week 9 Feb 28 – Mar 5	Air Care Services – Audit Due	Chapter 8: Helena’s Academy
Week 10 Mar 6 – 12	Quiz 3 Helena’s Academy – Audit Due	Chapter 9: Lime Light Laundry (PR)
Week 11 Mar 13 – 19	Lime Light – Audit Due	Chapter 10: Flabules Fitness (Inv)
Week 12 Mar 20 – 26	Flabules Fitness – Audit Due	Chapter 15: Tesses Tresses (Bank)
Week 13 Mar 27 – Apr 2	Easter Monday – No Class	Tesses Tresses – Audit Due
Week 14 Apr 3 – 9	Quiz 4 Excel	Excel
Week 15 Apr 10 – 16	Excel	Review for FINAL EXAM
Week 16 Apr 17 – 23	Final Exam Week	

Please Note:

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

Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students' 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

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

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

Pam Wenaus, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office