

## **BUS 204, Accounting Software Applications**

*3 credits, 3 hours per week*

### **Course Description**

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.

### **Pre and Co-requisites**

*BUS103 and BUS130*

### **Course Learning Outcomes (CLOs)**

*Upon successful completion of the course, the student shall be able to:*

CLO1 Set up a company's accounts in a computerized accounting system.

CLO2 Create and use spreadsheets with more advanced features of Excel.

CLO3 Prepare financial statements using a computerized accounting system.

CLO4 Use a computerized accounting system to enter typical business transactions.

CLO5 Maintain receivables, payables, payroll, inventories in a computerized accounting system.

### **Evaluation**

Assessment Type	Percentage
Class Participation and Attendance	5%
Homework	35%
Quizzes (Theory)	20%
Assignments	10%
Tests (Practical)	30%
<b>Total</b>	<b>100%</b>

## Course Completion Requirements

Minimum passing mark of 50% or D is required.

## Grading Scale

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	*D	50-54.9
0.0	F	0-49.9

## Land Acknowledgement

We respectfully acknowledge that Keyano College is on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis people.

Review Date: March 4, 2024

Every effort has been made to ensure that information in this course outline is accurate at the time of publication. Keyano College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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