

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%
Total	100%

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

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Review Date: November 26, 2024

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