



COURSE OUTLINE

BUS 203

Computer Applications in Accounting

45 HOURS

3 CREDITS

PREPARED BY: _____
Meg Smith, Instructor

DATE: _____

APPROVED BY: _____

DATE: _____

YUKON COLLEGE

January, 2012

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Course Outline prepared by Meghan Smith, January 3, 2014.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

BUS 203 – COMPUTER APPLICATIONS IN ACCOUNTING

INSTRUCTOR: Meg Smith

OFFICE: N/A

CONTACT NUMBER:

EMAIL:

COURSE DAY & TIME: Wednesdays 6:30-9:30 p.m

CLASSROOM: Computer Lab 2702

PREREQUISITE: Acct 101 and Acct 102, or ACCT220

COURSE DESCRIPTION:

This course discusses the accounting software available for small to medium-sized organizations. Through hands-on experience with Simply Accounting and AccPac, students will develop a working knowledge of computerized accounting, develop criteria to use in evaluating microcomputer accounting software, and gain an understanding of the controls necessary in managing the flow of accounting data.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Understand and discuss accounting software
2. Understand selection criteria and evaluation methodology
3. Prepare a simple set of books using computerized accounting software
4. Use the software to provide business information

DELIVERY METHOD:

During class, course content will be presented through lectures, sample problems, class discussions, following sample companies and other appropriate methods. The student is expected to come to class having read the chapters assigned and with a flash drive. Lesson contents will be revised and assignments will be prepared in class as time permits. Students will participate in class discussions.

COURSE REQUIREMENTS/EVALUATION:

Attendance and Participation

Regular student attendance and participation are essential. Because the material covered in class is cumulative, missing classes will put students at a disadvantage. Classes will be conducted on the assumption that the assigned material *has been read and studied*. Major concepts will be discussed, and time will be spent on hands-on application.

If you must miss class(es), *please let the instructor know* (in advance, if possible), by sending an email directly to the instructor. Upon returning to class after any absence, you are responsible for checking with the instructor for work or handouts missed during your absence(s).

Homework Assignments

All required readings, chapter exercises, and problems are listed in the Bus 203 Syllabus. Completion of the self-study material is *extremely* important for mastering the subject matter of the course. Students will be responsible for correcting their own work and ensuring that the problems are understood.

All assignments must be in *on the date listed in the syllabus* – if due dates changes, the instructor will notify you in class.

Assignments must be submitted in a file folder. Please make sure your name is on the folder. Every effort will be made to return the assignments before the next assignment is due.

Evaluation:

Chapter Assignments	50%
Course Tests (1 Simply, 1 AccPac and/or Simply new)	50%
Total Marks	100%

Plagiarism

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism.

Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college.

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS:

(NOTE: This statement must be in each course outline.)

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

REQUIRED TEXTBOOKS/MATERIALS:

Simply Accounting:

Simply Accounting for Beginners, 2012 Version

Elizabeth Walton

AccPac (v. 5.6)

To be confirmed

COURSE WITHDRAWAL

You may withdraw from the course prior to **March 14, 2014** without academic penalty, and a mark of "W" will be entered on your transcript. Withdrawal after March 14, 2014 will result in an "F" on your transcript.

EQUIVALENCY/TRANSFERABILITY:

Proposed Syllabus – Winter 2014

Class	Date - Wednesdays	Topic	Chapter(s)	Assignments
1	January 8	Simply Accounting: Intro & Tour	1,2,3,4,5	Fruit Loops and Golf Exercises
2	January 15	General Ledger	6,7,8,9	Fruit Loops and Golf Exercises
3	January 29	Sales Tax Accounts Receivable	10,11,12	Fruit Loops and Golf Exercises
4	February 5	Accounts Payable	13,14,15,16	Fruit Loops and Golf Exercises
5	February 12	Bank Reconciliation	17,18,19,20	Fruit Loops and Golf Exercises
6	February 19	Finish Chapters not completed		
7	February 26	SIMPLY EXAM		
8	March 5	AccPac: Intro & System Manager		Review Questions (RQ)
9	March 12	General Ledger		RQ
10	March 26	General Ledger		RQ
11	April 2	General Ledger		RQ
12	April 9	Accounts Payable		RQ
13	April 16	Accounts Receivable		RQ
14	April 23	AccPac EXAM		