

A: Division: **INSTRUCTIONAL**
B: Department: **COMMERCE AND BUSINESS
ADMINISTRATION**
Program: **ACCOUNTING MANAGEMENT**

Date: **DECEMBER 1995**

New Course:

Revision of Course
Information form: **FEBRUARY 1994**

C: ACCT 220 D: COMPUTERIZED ACCOUNTING E: 3
Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description: This course will introduce the student to the concepts and practices of computerized accounting. In addition to spreadsheet techniques and applications, the student will learn ACCPAC PLUS: General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.

Summary of Revisions:

1995-12 F,H,N,O,P,R

G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:	3	Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify)		Hrs.
:		Hrs.
Total:	5	Hrs.

H: Course Prerequisites:

(ACCT 110 with grade of C or better and
CISy 110 *or 235 C*)

I: Course Corequisites:

nil

J: Course for which this Course is a Prerequisite:

ACCT 320 and ACCT 310

K: Maximum Class Size:

30

L: College Credit Transfer

College Credit Non-Transfer

Non-Credit

X

M: Transfer Credit:

Requested:

Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU
SFU
UBC
UNBC
UVIC
Other:

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MAY 10 1996

Registrar's Office

By:

Course Designer(s)

Director/Chairperson

Divisional Dean

Registrar

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Genzer, Erik and John McMurray. Using ACCPAC Plus, Latest Ed.
Addison-Wesley Ltd.

Smith, Gaylord. Electronic Spreadsheet Applications For Financial Accounting,
Latest Ed. South-Western Publishing

Computer Associates. ACCPAC Plus Accounting for DOS Financial Reporter,
Latest Ed.

O: COURSE OBJECTIVES

The student will be able to:

1. design and produce accounting-related spreadsheets;
2. set up and use the ACCPAC PLUS General Ledger module and Financial Reporter;
3. set up and use the ACCPAC PLUS Accounts Receivable module;
4. set up and use the ACCPAC PLUS Accounts Payable module.

P: COURSE CONTENT

1.1 Review basic spreadsheet concepts.

1.2 Prepare spreadsheets and graphics where appropriate for financial statements and schedules such as Inventory Cost Flows, Sales Growth Analysis, and Bank Reconciliations.

2.1 Introduction to ACCPAC PLUS.

2.1.1 The Start List

2.1.2 The System Manager

2.1.3 Exiting

2.1.4 Backup

2.2 Creating the General Ledger.

2.3 Transaction processing.

2.4 Period-end processing.

2.5 Designing financial statements using the financial reporter.

2.6 Year end processing.

3.1 Creating the Accounts Receivable Ledger.

3.2 Transaction processing.

3.3 Period-end processing.

4.1 Creating the Accounts Payable Ledger.

4.2 Transaction Processing.

4.3 Period-end processing.

Q: METHOD OF INSTRUCTION

Lecture/Lab conducted in a computer lab.

R: COURSE EVALUATION

1. Spreadsheets

Assignment(s)	2%	
Quizzes	4%	
Test	<u>14%</u>	<u>20%</u>

2. ACCPAC G/L & F/R

Assignment(s)	4%	
Quizzes	6%	
Test(s)	<u>30%</u>	40%

3. ACCPAC A/R

Assignment	2%	
Quizzes	4%	
Test	<u>14%</u>	20%

4. ACCPAC A/P

Assignment	2%	
Quizzes	4%	
Test	<u>14%</u>	<u>20%</u>

100%

**** STUDENTS MUST WRITE ALL FOUR MODULE TESTS IN ORDER TO OBTAIN CREDIT FOR THE COURSE.**