Business Administration

Fall, 2018

BUS 204 Accounting Software Applications
3 Credits, 3 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: BUS103 and BUS130

Instructor

Instructor Name: Dr. Tianze Li
Office location: Syncrude Technology Centre Office S111A
Phone number: 780-791-8937
Instructor email: tianze.li@keyano.ca

Office Hours

Monday	11:30 am – 12:20 pm
	12:30 pm – 1:20 pm
Wednesday	3:00 pm – 3:50 pm
Thursday	3:00 pm – 3:50 pm
Friday	12:00 pm – 12:50 pm

Hours of Instruction

Monday	1:30 pm – 3:00 pm	Computer Lab CC267
Thursday	1:30 pm – 3:00 pm	Computer Lab CC267

Required Resources

Using Sage 50 Accounting 2017 Plus Student DVD, 1/E, Purbhoo, Canadian Edition, Kit/Package/ShrinkWrap; 872 pp ISBN-10: 0134782682 • ISBN-13: 9780134782683

USB storage device, notebook and/or binder

Course Outcomes

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

- Set up a company's accounts in a computerized accounting system
- Use a computerized accounting system to enter typical business transactions
- Maintain receivables, payables, payroll, inventories in a computerized accounting system
- Prepare financial statements using a computerized accounting system
- Create and use spreadsheets with more advanced features of Excel

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Evaluation

In-class 10%
Assignments 30%
Mid-term.......................25%
Final Exam....................35%
Total............................**100%**

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

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
	A+	*4.0*	*> 93.9*
Excellent	*A*	*4.0*	*87 – 93.9*
	A-	*3.7*	*80 – 86.9*
	B+	*3.3*	*77 – 79.9*
Good	*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*	*60 – 63.9*
Poor	*D+*	*1.3*	*57 –59.9*
Minimum Pass	*D*	*1.0*	*50 – 56.9*
Failure	*F*	*0.0*	*< 50*

Performance Requirements

Student Responsibilities

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Accessibility 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.

Proposed Schedule of Topics

BUS 204 – Accounting Software Applications		
Tentative Schedule		
Date	**Monday**	**Thursday**
Week 1 Sep 3 – Sep 7		Intro to course Chapter 1: Getting Started
Week 2 Sep 10 – Sep 14	Chapter 2: GST, HST and PST	Chapter 3: Muriel's Murals (GJ)
Week 3 Sep 17 – Sep 21	Chapter 3: Muriel's Murals (GJ)	Chapter 4: Love It Again (G/L)
Week 4 Sep 24 – Sep 28	Chapter 4: Love It Again (G/L)	Chapter 5: Groen Fields (A/P)
Week 5 Oct 1 – Oct 5	Chapter 5: Groen Fields (A/P)	Chapter 6: Phoebe's Photo Studio (A/R)
Week 6 Oct 8 – Oct 12	Thanksgiving, no class	Chapter 6: Phoebe's Photo Studio (A/R)
Week 7 Oct 15 – Oct 19	Chapter 7: Air Care Services (A/R, A/P)	Chapter 7: Air Care Services (A/R, A/P)
Week 8 Oct 22 – Oct 26	Mid-term Review	**Mid-term Exam**
Week 9 Oct 29 – Nov 2	Chapter 8: Helena's Academy (PR)	Chapter 8: Helena's Academy (PR)
Week 10 Nov 5 – Nov 9	Chapter 9: Northern Lights (PR)	Reading day, no class
Week 11 Nov 12 – Nov 16	Remembrance day, no class	Chapter 9: Northern Lights (PR)
Week 12 Nov 19 – Nov 23	Chapter 10: Flabuless Fitness (Inv)	Chapter 10: Flabuless Fitness (Inv)
Week 13 Nov 26 – Nov 30	Chapter 15: Tesses Tresses (Bank)	Chapter 15: Tesses Tresses (Bank)
Week 14 Dec 3 – Dec 7	Chapter 15: Tesses Tresses (Bank)	Final Exam Review
Week 15 Dec 10 - 14	**Final Exam Week**	

Please Note:

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