COURSE OUTLINE

BCA208

Prepared: NCCP   Approved: Sherri Smith

Course Code: Title	BCA208: ACCOUNTING INFORMATION SYSTEMS
Program Number: Name	2050: BUSINESS -ACCOUNTING
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semester/Term:	18W
Course Description:	This course introduces the student to the use of computer-based information systems in management. Topics surveyed include hardware and software of computer systems, file and database organization, networks and telecommunications, the systems development process, designing information systems solutions, systems security and controls; and the management of information systems. Computer software is used to provide illustration and practice in database concepts. The course content may be presented through a blend of instructional methods, including lecture, Internet, discussion, independent study, audio/video conferencing and videotape.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2050 - BUSINESS -ACCOUNTING** #3. Contribute to recurring decision-making by applying fundamental management accounting concepts. #5. Analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance. #6. Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations. #7. Outline the elements of an organization's internal control system and risk management. #8. Contribute to recurring decision-making by applying fundamental financial management concepts.
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #4. Apply a systematic approach to solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #11. Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50%

Evaluation Process and Grading System:	Evaluation Type	Evaluation Weight
	Access Assignments	40%
	Tests	60%

Books and Required Resources:	Principles of Information Systems by Stair, Reynolds, Aldcorn and Neufeld Publisher: Nelson Education Ltd. Edition: 1st Canadian ISBN: 9780176503949 Microsoft Office Access Complete 2013 by Pratt and Last Publisher: Course Technology, Cengage Learning ISBN: 9781285169071

Course Outcomes and Learning Objectives:

Course Outcome 1.

Explain how to select and organize computer system components to support information system objectives and business organization needs.

Learning Objectives 1.

1.1 Identify the value of information systems to an organization.
1.2 Discuss how organizations can justify the need for information systems.
1.3 Define the roles and functions of information systems personnel.
1.4 Describe the characteristics of the different hardware components of a computer system including central processing, memory, input and output devices.
1.5 Discuss options in selecting computer system devices to meet current and future information needs of the organization.
1.6 Discuss how the needs of the organization affect your choice of operating system and application software.
1.7 Discuss the pros and cons of purchasing vs. developing software.
1.8 Identify the tools and skills required to develop software.

Course Outcome 2.

Use data management concepts using Microsoft Access.

Learning Objectives 2.

2.1 Discuss database organization concepts and options.
2.2 Identify database management common functions and applications.
2.3 Use Microsoft Access to create and maintain a database specifically:
2.4 Browse and update a database.
2.5 Update a database including fields, records and formats.

2.6 Create a table in a database.
2.7 Create keys, indexes and table relationships.

Course Outcome 3.

Explain communications technology concepts and options in a business context.

Learning Objectives 3.

3.1 Describe the components of telecommunications technology.
3.2 Discuss distributed processing alternatives and their basic features.
3.3 Explain telecommunication standards, hardware, applications and protocols.
3.4 Discuss how businesses use the Internet and address control, service, speed, privacy and security.
3.5 Identify how the Internet works and its standards, protocols, and other related issues.
3.6 Describe management issues, options, and strategies for successful e-commerce.
3.7 Discuss key features of electronic payment systems.
3.8 Discuss the common objectives and issues of typical transaction processing systems.

Course Outcome 4.

Generate business system outputs using Microsoft Access.

Learning Objectives 4.

4.1 Describe the role of stakeholders, users and specialists in effective systems development.
4.2 Identify the user`s role in each of the traditional steps in the development of a business system.
4.3 Identify design options for outputs, interface, controls and system disaster recovery.
4.4 Identify considerations in evaluating and selecting a system design or a business application.
4.5 Use Microsoft Access to:
4.5.1. Create reports
4.5.2. Do queries on a database
4.5.3. Identify considerations for installing, testing, converting and acceptance of a new system.
4.6 Identify considerations for system audits and options for electronic audit trails.
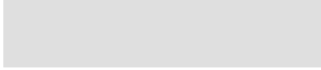
Course Outcome 5.

Discuss information systems alternatives, issues and management.

Learning Objectives 5.

5.1 Identify alternative information systems including management, decision, executive support systems.
5.2 Discuss the use of artificial intelligence in business systems.
5.3 Identify security, waste, ethics and computer crime management issues.
5.4 Identify health and environment issues associated with computer usage.

Date: Wednesday, January 17, 2018

Please refer to the course outline addendum on the Learning Management System for further information.