



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2021**

BA2500 (A3): Computer Applications for Accounting – 3 (3-0-2) UT 75 Hours for 15 Weeks

INSTRUCTOR: Abigail (Abby) Head **PHONE:** 780-539-2712
OFFICE: C304 **E-MAIL:** ahead@gprc.ab.ca
OFFICE HOURS: Monday and Wednesday 11:30 AM – 12:50 PM

WINTER 2021 DELIVERY

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca. Note: GPRC reserves the right to change the course delivery.

Remote delivery refers to *synchronous learning* following the published timetable on the GPRC website and outlined in a student's MyGPRC course schedule.

CALENDAR DESCRIPTION

Building on the theory and skills developed in BA1110 and BA1150, this course explores software used for financial accounting. Practical experience with accounting and tax software packages will familiarize the student with current programs and their capabilities. A review of relational database management systems will reveal the technology behind the most widely used accounting applications. A brief look at XML will introduce newly emerging accounting technologies.

PREREQUISITE(S)/COREQUISITE

BA1110 and BA1150, or consent of instructor.

REQUIRED TEXT/RESOURCE MATERIALS

TEXT

Purbhoo, M. (2020). *Using Sage 50 Accounting 2019* (Canadian ed.). North York, Ontario, Canada: Pearson Canada Inc.

The above text version includes Website Access to Student DVD Content with data files required for all course work and assignments.

COURSE MANAGEMENT SYSTEM

GPRC uses the “myClass” (D2L) online course management system.
To access myClass (D2L), visit <https://myClass.gprc.ab.ca/>

SOFTWARE & NETWORK REQUIREMENTS:

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite
Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

MINIMUM DEVICE REQUIREMENTS:

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality, but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

AUDIO/VIDEO CONFERENCING:

GPRC uses the **Zoom** web-based audiovisual conference system.

Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging
- Surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

To take part in a conference, you will need a headset or speakers and a microphone. **For some examinations a web camera may be required.** The first time that you connect, you will be prompted to run through some set-up routines that will run automatically from the server.

To participate in Zoom meetings, click on the meeting links that your instructor has set up within your D2L course space.

RESPONDUS LOCKDOWN BROWSER AND MONITOR PROCTORING SOFTWARE

The examinations for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. *Chromebooks, smart phones, and other tablets are not supported.* If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via <https://libguides.gprc.ab.ca/c.php?g=717998&p=5128509>.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and *only if it was flagged due to suspicious activity.*

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “*No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.*” In addition, S. 39 (4) states, “*A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.*”

If you are unable to complete your examinations using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their examinations no less than 2-weeks in advance of the test date and students are choosing to write the examination in the GPRC Testing Centre are responsible for the \$30 sitting fee.

DELIVERY MODE(S)

Course materials and assignments are discussed during both lecture and lab (laboratory) times. Students are encouraged to use computer lecture *and* lab time to start and work on assignments. *Assignments not completed during class time are homework. Individual questions about assignments should be made during both scheduled lecture and lab (laboratory) class times.*

COURSE OBJECTIVES

To study the capabilities and benefits of a computerized accounting system using an industry-standard software package. Beginning with a review of the accounting cycle, students will demonstrate the range of accounting processes through the use of computerized accounting software to record transactions from source documents to the development of financial statements and reports.

LEARNING OUTCOMES

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

- Outline the accounting cycle.
- Apply accounting principles as they prepare and modify company data files through the use of computerized accounting software.
- Plan and design a computerized accounting system for a small company using computerized accounting software.
- Complete applications using computerized accounting software from source documents.
- Prepare company data files using computerized accounting software from manual company records.
- Inspect the need and significance of implementing computerized accounting software reports with other software packages for reporting purposes.
- Analyze a company and assess the potential of conversion to a computerized accounting system.

TRANSFERABILITY

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS

Assignments	32%
Midterm Examination	33%
Final Examination (cumulative)	35%

In order to receive credit for BA2500, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). *You are strongly encouraged to complete all assignments and examinations.* Students will receive a zero (0) for any missed assignment or examination.

GRADING CRITERIA

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

TENTATIVE COURSE SCHEDULE/TIMELINE

Course Schedule is tentative and may vary slightly at the discretion of the instructor.

Week of	Topic	Required Reading
1 Jan 3	Getting Started: Introduction to Sage 50, GST, HST, and PST, General Journal	Chapter 1, 2, 3
2 Jan 10	General Ledger Setup	Chapter 4
3 Jan 17	Accounts Payable	Chapter 5
4 Jan 24	Accounts Receivable	Chapter 6
5 Jan 31	Receivables & Payables Setup	Chapter 7
6 Feb 7	Payroll Journal and Payroll Ledger Setup	Chapter 8 & 9
7 Feb 14	Family Day & Winter Break	
8 Feb 21	Midterm & Inventory	Chapter 10
9 Feb 28	Orders, Quotes, and Deposits	Chapter 11
10 Mar 7	Currencies, Remittances & Accountant's Copy	Chapter 12
11 Mar 14	Allocations and Electronic Payments	Chapter 13
12 Mar 21	Budgeting	Chapter 14
13 Mar 28	Reconciliation & Deposits	Chapter 15
14 Apr 4	Payroll & Inventory Setup	Chapter 16
15 Apr 14 - 22	Final Exam (Comprehensive)	

STUDENT RESPONSIBILITIES

It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the GPRC College website at the following link:

<https://www.gprc.ab.ca/about/administration/policies/>

Attendance and Participation

Students are expected to attend all scheduled lectures, labs (laboratories), arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive for students.

You may be refused permission to write the final examination on the advice of the instructor. *This happens when absences are excessive, more than six absences (two weeks), or if significant parts of required assignments and examinations are not completed; see Academic Regulations, Debarred From Exams, in the GPRC Academic Calendar.* Tardiness will be treated as an absence. Attendance is recorded in Zoom.

During lectures and labs (laboratory), it is expected that students will work on the BA2500 course material being covered. Students who use class time for any other purpose (e.g. work on other class assignments, read/send text messages, social media, or phone calls, etc.), will be dismissed from Zoom class.

Course materials (course outline, schedule information, and assignments, etc.) and announcements will be available on myClass and through GPRC Webmail. Students are responsible for checking all websites regularly; recommend 2 – 5 times per week.

Time Management

The expectation for this course is that students read the course material. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, assignments, quizzes, problems, and projects.

Cell Phones

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and/or talking on a cell phone during class is therefore strictly prohibited. Cell phones must be turned off or set to silent mode. If a student is unable to adhere to this policy, cell phones will be held by the instructor and returned at the end of class to mitigate any disruptions.

Cell phone and phone use during all examinations is prohibited unless cell phone is utilized for Zoom meeting video access.

Recording

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner. Any images taken *without consent* will need to be deleted immediately. All incidents will be reported to the Department Chairperson.

Email

Students may contact the instructor by email or phone. Emails will be answered within one business day outside of stated office hours. *Email correspondence must be sent to your instructor from your GPRC student email account.* Emails should be professionally formatted and include a subject and reference to the course material(s), etc.

STATEMENT ON PLAGIARISM AND CHEATING

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

****Note:** all Academic and Administrative policies are available on the same page.

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)

- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data, and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.

ADDITIONAL INFORMATION

Zoom Etiquette

Control video and audio quality

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Think about your background

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

During your meeting

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.