



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2018

BA2500 A3: COMPUTER APPLICATIONS FOR ACCOUNTING – 3 (3-0-2) 75 HOURS

INSTRUCTOR: Gwen Hoyseth **PHONE:** (780) 539-2066
OFFICE: C305 **E-MAIL:** ghoyseth@gprc.ab.ca
OFFICE HOURS: Tuesday & Wednesday 10:00 – 11:30 or by appointment

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. Note: Credit may not be granted for both BA2500 and BA2550.

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, M. (2018). *Using Sage 50 Accounting 2017*. Toronto: Pearson Canada Inc.

DELIVERY MODE(S):

This is a 3 credit course with 3 lecture and 2 lab hours per week. Course material and assignments will be discussed and completed during class time.

COURSE OBJECTIVES:

- To recognize the capabilities and benefits of a computerized accounting system
- To understand how database and spreadsheet software is used for accounting purposes

LEARNING OUTCOMES:

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

- Plan and design an accounting system for a small business
- Prepare a conversion procedure from manual records
- Understand the objectives of a computerized accounting system
- Create company files and set up company accounts
- Assign appropriate account numbers and account classes
- Choose and enter appropriate settings for all ledgers
- Create supplier, customer, employee and inventory records
- Enter historical data and account balances in all ledgers
- Enter accounting transactions from realistic source documents

TRANSFERABILITY:

King's University: BUSI359

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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	70%
Final Project	<u>30%</u>
Total	<u>100%</u>

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Required Reading
1 Jan 8	Introduction to Sage 50 & GST	Chapter 1 & 2
2 Jan 15	General Journal	Chapter 3
3 Jan 22	General Ledger Setup	Chapter 4
4 Jan 29	Accounts Payable	Chapter 5
5 Feb 5	Accounts Receivable	Chapter 6
6 Feb 12	Receivables & Payables Setup	Chapter 7
7 Feb 19	Reading Week	
8 Feb 26	Payroll Journal	Chapter 8
10 Mar 5	Payroll Ledger Setup	Chapter 9
11 Mar 12	Inventory Transactions	Chapter 10
12 Mar 19	Currencies, Remittances & Accountant's Copy	Chapter 12
13 Mar 26	Reconciliation & Deposits	Chapter 15
14 Apr 2	Payroll & Inventory Setup	Chapter 16
15 Apr 9	Final Project	

STUDENT RESPONSIBILITIES:**Assignments:**

- Assignments must be submitted by the due date. Late submissions, if accepted, will be assessed a penalty of 10%.

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 Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

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