



# Grande Prairie Regional College

**Department: Business Administration and Commerce**

## COURSE OUTLINE – WINTER 2011

### BA 2500 5(3-0-2) – COMPUTER APPLICATIONS FOR ACCOUNTING

**Instructor** Trevor Thomas

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**Office Hours** Monday and Wednesday  
12:00 – 1:00 pm or  
by appointment

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#### **Prerequisite:**

BA 1110 and BA 1150 or consent of instructor

- Note: Credit may not be granted for both BA 2500 and BA 2550

#### **Required Text/Resource Materials:**

Using Simply Accounting by Sage 2010, , Purbhoo, 2009

**THE TEXT WILL BE USED EXTENSIVELY.**

#### **Description:**

Building on the theory and skills developed in BA 1110 and BA 1150, this course explores the software used for financial accounting. Accounting software packages familiarize the student with current programs and their capabilities. Advanced functions of spreadsheets allow students to set up payroll and income tax functions. A review of database management systems will reveal the technology behind the most widely used accounting applications.

#### **Credit/Contact Hours:**

This is a 3 credit course with 2 lectures per week and one lab. Students are expected to attend all lectures and labs.

## **Delivery Modes:**

Lecture, Readings and Lab

Lectures are delivered in computer lab A313 on Tuesdays and Thursdays. All lesson content will be covered in those periods. There will be a 2 hour lab in A313 on Monday afternoons, during which assignments will be submitted.

## **Objectives:**

1. Set up a manual payroll bookkeeping system.
2. Set up a bookkeeping system using Simply Accounting software.
3. Set up a payroll bookkeeping system using Excel spreadsheet software.
4. Understand how database and spreadsheet software are used for accounting purposes.

## **Transferability:**

Block transfer post-diploma agreements have been made with the following institutions: Athabasca University (including the GPRC on-campus AU 2+1 and 2+2 Bachelor of Management degree), University of Lethbridge, Lakeland College, Okanagan College, Thompson Rivers' University, and Royal Roads University. Students intending to transfer to a post-secondary institution to take advantage of a transfer opportunity are advised to check with the appropriate college/institution for the latest transfer information as acceptance of transfer courses is at the discretion of the receiving college.

\*\*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.

## **Grading Criteria:**

### **MARKS:**

Marks will be distributed in the following manner:

Simply Accounting Projects:	70%
Excel Projects:	20%
Access database Projects:	<u>10%</u>
Total:	100%

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>94 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 – 93</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>68 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 67</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**Statement on Plagiarism and Cheating:**

Please refer to pages 49-50 of the College calendar regarding plagiarism and cheating and the resultant penalties. These are serious issues and will be dealt with severely.