BA 2500 - Computer Applications for Accounting

Instructor:
Bruce Macdonald
Office: C302
Telephone: 539-2016(w)
*   402-8583(h)*
E-Mail: bmacdonald@gprc.ab.ca

Classroom:
A307
Times:
Mon., Wed. 8:30 - 9:50, Fri. 8:30 - 10:20

COURSE DESCRIPTION:

Building on the theory and skills developed in BA 1110 and BA 1150, this course explores software used for planning, controlling and decision making in responsible accounting. Accounting and tax 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. Database software is used to manage business transactions and customer order information.

PREREQUISITES:

BA 1110 and BA 1150 or consent of instructor. Note that this course is intended as an alternative to BA2550. Both courses cannot be used for credit towards a Business Administration Diploma.

GENERAL OBJECTIVES:

Students will be able to:

1. set up a bookkeeping system using Simply Accounting software.
2. set up a manual payroll bookkeeping system.
3. set up a payroll bookkeeping system using Excel spreadsheet software
4. use QuickTax software to prepare T1 tax returns including business income.
5. create an Access database for a small retail business to take orders for products.
6. understand how database and spreadsheet software are used for accounting purposes.

TEXTBOOK:

Purbhoo, M. and D. Purbhoo 2000, *Using Simply Accounting for Windows. Version 7.0*. Addison Wesley., Don Mills, 548 pp., ISBN No. 0-201-66489-5.

You will find it necessary to have this textbook because you will be assigned exercises from it.

CONDUCT OF COURSE:

The course is delivered in lab format. Lecture notes and instructions may be put online at the instructor's website. However, visiting the website is not a substitute for attendance in class. A significant amount of time will be spent working on projects.

COURSE CONTENT:

The course is divided into three modules, each followed by a module test.

Module 1 - Simply Accounting

12 sessions working with Simply Accounting software. A simulation exercise from the textbook will be assigned for each session.

Module 2 - Computerized Income Tax

6 sessions dealing with Payroll Deductions and Income Tax. Spreadsheets will be used to prepare CPP, EI and Income Tax formulas. QuickTax software will be used to prepare T1 returns including self-employment reports. There will be four assignments.

Module 3 - Database Applications

6 sessions working with Microsoft Access. Students will learn to set up an orders database for merchandise transactions. There will be one database assignment.

GRADING SYSTEM

GPRC uses a letter grade system as explained in the College calendar. On a percentage basis, you will be assessed as follows:

Module 1	Assignments Module Test	20 15
Module 2	Assignments Module Test	15 20
Module 3	Assignment Module Test	10 20
		TOTAL 100

Your percentage score will be converted to a letter grade as follows:

Weighted Average %	Letter Grade
94 - 100	A+
90 - 93	A
85 - 89	A-
80 - 84	B+
76 - 79	B
72 - 75	B-
68 - 71	C+
64 - 67	C
60 - 63	C-
55 - 59	D+
50 - 54	D
0 - 49	F