



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE - WINTER 2007

BA 2500 3(3-0-2) – Computer Applications for Accounting

Instructor:

Bruce Macdonald

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Dates:

Jan. 4 - Apr. 13, 2007

Classroom & Times:

Mon. at 15:00 - 16:50 in Room A313

*Tues. & Thurs. at 10:00 - 11:20 in Room
A313*

COURSE DESCRIPTION:

Building on the theory and skills developed in BA 1110 and BA 1150, this course explores software used for financial 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. A review of database management systems will reveal the technology behind the most widely used accounting applications.

Prerequisites: *BA1110 and BA1150 or consent of instructor.*

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

GENERAL OBJECTIVES:

Upon exit the student 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. understand how database and spreadsheet software are used for accounting purposes.

TEXTBOOK:

Purbhoo, M. 2006, *Using Simply Accounting 2006*. Pearson Education Canada. Toronto, 740pp. ISBN 10: 0-321-44153-2 and ISBN 13: 978-0-321-44153-9

DELIVERY MODE:

Lecture, Readings and Lab

Lectures are delivered in computer lab A313, on Tues. and Thurs. 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. Supplemental lesson notes and instructions may be put on my website (dotCollege.com) from time to time. However, visiting the website is not a substitute for attendance in class.

COURSE CONTENT:

Module 1 - Simply Accounting

Jan. 04	Lesson 1
Jan. 08	LAB 1 - Toss for Tots
Jan. 09	Lesson 2
Jan. 11	Lesson 3
Jan. 15	LAB 2 - Chai Tea Room
Jan. 16	Lesson 4
Jan. 18	Lesson 5
Jan. 22	LAB 3 - Air Care Services
Jan. 23	Lesson 6
Jan. 25	Lesson 7
Jan. 29	LAB 4 - Anderson Chiropractic
Jan. 30	Lesson 8
Feb. 01	Lesson 9
Feb. 05	LAB 5 - Maple Leaf Rags
Feb. 06	Lesson 10
Feb. 08	Lesson 11
Feb. 12	LAB 6 - Dorfmann Design
Feb. 13	Lesson 12
Feb. 15	Module 1 Test

Module 2 - Payroll and Income Tax

Feb. 26	LAB 1 - Manual Payroll
Feb. 27	Lesson 1
Mar. 01	Lesson 2
Mar. 05	LAB 2 - Excel Payroll
Mar. 06	Lesson 3
Mar. 08	Lesson 4
Mar. 12	LAB 3 - Quick Tax
Mar. 13	Lesson 5
Mar. 15	Lesson 6
Mar. 19	LAB 4 - Lime Light Laundry
Mar. 20	Module 2 Test

Module 3 - Simply Accounting II

Mar. 22	Lesson 1
Mar. 26	LAB 1 - Adrienne Aesthetics
Mar. 27	Lesson 2
Mar. 29	Lesson 3
Apr. 02	LAB 2 - Tesses Tresses
Apr. 03	Lesson 4
Apr. 05	Lesson 5
Apr. 09	LAB 3 - Fabulous Fitness
Apr. 10	Lesson 6
Apr. 12	Module 3 Test

GRADING SYSTEM

GPRC uses the alpha grading system as explained on page 37 of the College calendar. On a percentage basis you will be assessed as follows:

Module 1	Assignments	20
	Module Test	20
Module 2	Assignments	20
	Module Test	15
Module 3	Assignments	10
	Module Test	15

TOTAL: 100

I will translate your percentage score into 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