



# Grande Prairie Regional College

School of Business  
Department of Business

## COURSE OUTLINE - WINTER 2008

### BA 2500 5(3-0-2) – Computer Applications for Accounting

#### Instructor:

Bruce Macdonald

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Website: [gpbusiness.ca](http://gpbusiness.ca)

#### Dates:

Jan. 4 - Apr. 10, 2008

#### Classroom & Times:

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

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

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#### 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.*

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#### 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.

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#### TEXTBOOK:

Purbhoo, M. 2007, *Using Simply Accounting by Sage 2007*. Pearson Education Canada. Toronto, 799pp. ISBN-10: 0-321-49509-8 and ISBN-13: 978-0-321-49509-9

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#### 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 ([gpbusiness.ca](http://gpbusiness.ca)) from time to time. However, visiting the website is not a substitute for attendance in class.

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## COURSE CONTENT:

### Module 1 - Simply Accounting

|         |                                |
|---------|--------------------------------|
| Jan. 03 | Lesson 1                       |
| Jan. 07 | LAB 1 - Toss for Tots          |
| Jan. 08 | Lesson 2                       |
| Jan. 10 | Lesson 3                       |
| Jan. 14 | LAB 2 - Chai Tea Room          |
| Jan. 15 | Lesson 4                       |
| Jan. 17 | Lesson 5                       |
| Jan. 21 | LAB 3 - Air Care Services      |
| Jan. 22 | Lesson 6                       |
| Jan. 24 | Lesson 7                       |
| Jan. 28 | LAB 4 - Dorfmann Design        |
| Jan. 29 | Lesson 8                       |
| Jan. 31 | Lesson 9                       |
| Feb. 04 | LAB 5 - Andersson Chiropractic |
| Feb. 05 | Lesson 10                      |
| Feb. 07 | Lesson 11                      |
| Feb. 11 | LAB 6 - Maple Leaf Rags        |
| Feb. 12 | Lesson 12                      |
| Feb. 14 | Module 1 Test                  |

### Module 2 - Payroll and Income Tax

|         |                          |
|---------|--------------------------|
| Feb. 25 | LAB 1 - Manual Payroll   |
| Feb. 26 | Lesson 1                 |
| Feb. 28 | Lesson 2                 |
| Mar. 03 | LAB 2 - Excel Payroll    |
| Mar. 04 | Lesson 3                 |
| Mar. 06 | Lesson 4                 |
| Mar. 10 | LAB 3 - Quick Tax        |
| Mar. 11 | Lesson 5                 |
| Mar. 13 | Lesson 6                 |
| Mar. 17 | LAB 4 - Helena's Academy |
| Mar. 18 | Module 2 Test            |

### Module 3 - Simply Accounting II

|         |                             |
|---------|-----------------------------|
| Mar. 20 | Lesson 1                    |
| Mar. 24 | LAB 1 - Adrienne Aesthetics |
| Mar. 25 | Lesson 2                    |
| Mar. 27 | Lesson 3                    |
| Mar. 31 | LAB 2 - Tesses Tresses      |
| Apr. 01 | Lesson 4                    |
| Apr. 03 | Lesson 5                    |
| Apr. 07 | LAB 3 - Flabulous Fitness   |
| Apr. 8  | Lesson 6                    |
| Apr. 10 | 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            |