



DEPARTMENT OF BUSINESS ADMINISTRATION AND COMMERCE

COURSE OUTLINE – WINTER 2013

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

INSTRUCTOR: Gwen Hoyseth **PHONE:** 780-539-2066
OFFICE: C212 **E-MAIL:** ghoyseth@gprc.ab.ca

OFFICE HOURS: Tuesdays & Thursdays 11:30 AM – 1:00 PM or by appointment.

PREREQUISITE(S):

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:

Purbhoo, M. (2012). *Simply Accounting by Sage Premium 2012*. Toronto, ON: Pearson Canada Inc.

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

CREDIT/CONTACT HOURS: 3(3-0-2) 75 Hours

DELIVERY MODE(S):

This is a 3 credit course with 2 lectures per week and one lab. Students are expected to attend all lectures and labs. Course material and assignments will be discussed and/or completed during both lecture and lab time.

OBJECTIVES:

- Set up a bookkeeping system using Simply Accounting software.
- Set up a payroll bookkeeping system using Excel spreadsheet software.
- 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

EVALUATIONS/GRADING CRITERIA:

Marks will be distributed in the following manner:

Simply Accounting Projects (Includes final comprehensive project):	75%
Excel Projects:	<u>25%</u>
Total:	<u>100%</u>

Assignments will be handed in on the due date. The penalty for late submission will be 2% per day. Once marked and assignments have been returned, no late assignments will be accepted. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor.

Grades will be assigned on the Letter Grading System:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Professionalism - Each student is expected to come to the computer lab on time with the required text book.

Cell phones - Cell phones are not to be used in class for any purpose: conversations, texting, games, or as cameras. In the rare instance where you may be expecting an important (life altering) phone call, please inform your instructor. Use of cell phones in class is unprofessional and distracting.

STATEMENT ON PLAGIARISM AND CHEATING:

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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1	Jan 7	Chapter 1 & 2	Intro to Simply Accounting & GST
Week 2	Jan 14	Chapter 3 plus assignment	General Journal
Week 3	Jan 21	Chapter 4 plus assignment	General Ledger Setup
Week 4	Jan 28	Chapter 5 plus assignment	Accounts Payable
Week 5	Feb 4	Chapter 6 plus assignment	Accounts Receivable
Week 6	Feb 11	Chapter 7 plus assignment	Receivables & Payables Setup
Week 7	Feb 25	Chapter 8 plus assignment	Payroll Journal
Week 8	Mar 4	Chapter 9 plus assignment	Payroll Ledger Setup
Week 9	Mar 11	Chapter 10 & 12 (tentative) plus assignment	Inventory
Week 10	Mar 18	Chapter 13 & 14 plus assignment	Project Allocations & Budgeting
Week 11	Mar 25	Chapter 15 plus assignment	Reconciliations & Deposits
		Discuss Final Comprehensive Project and due date	
Week 12	Apr 1	Chapter 16 plus assignment	Payroll & Inventory Setup
Week 13	April 8	Excel project - TBA	