Computer Applications for Accounting

BA 2500

Meeting accounting challenges with technology

Basic Course Information

Instructor: **Office Hours:**
Kathleen Frei T/R 10:00-11:30
Room C413 (I'm prone to
539-2007 wandering, your best
(Messages) bet is to make an
appointment)

Prerequisite: BA 1110, and BA
1150 or instructor's
permission.

Transferability:
This course is transferable to
Athabasca University CMIS 321.
(Students can receive credit in either
BA 2500 or BA 2550)

Texts:
Freedman and Barr, *Simply
Accounting 7.0 a simulation
approach.* Norby Publishing Limited
1999

It is assumed that students will also
have access to *Exploring MS Office
Professional. Vol. 1* from BA 1150.
Students who do not have Vol. 1 may
be asked to purchase a special MS
Access module.

The text will be used extensively in the
course. All students should have
access to a text.

Course Description:
Building on the theory and skills developed in BA 1110 and BA
1150, this course explores software necessary 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 allows the student to set up financial statements,
ratios, regression analysis, and budgets. Database software
assists the student with issuing invoices, inventory tracking and
control. Finally, a quick look at the Internet and home page
design keeps the student current with computer technology

Course Objectives

- To understand, apply and use accounting software
- To understand the basics of database software
- To understand, apply and use the basics of tax software
- To understand, apply and use spreadsheet software for accounting purposes
- To understand the basics of web page design and Internet searches.

In Class Activities

All classes will be held in the computer lab A307. As such, a significant amount of time will be spent working on projects. Computers require extensive hands-on experience, and thus a lot of trial and error learning occurs. Don't expect to be walked through each computer program step-by-step. You will need to experiment with the programs. Some classes, however, will be needed to cover theory.

Attendance

To get the most out of this class, regular attendance and active participation is required. It is particularly important that you attend classes where theory is being covered; some material will not have an assigned text reading.

Internet

As a Business Administration graduate, you may be called upon to produce a basic web page or web search. Thus, we will spend some time exploring **Netscape** in order to assist you in your ability to perform these tasks.

Income Tax

This course includes a section on personal income tax preparation using current software. Students will be required to prepare Income
Tax returns for volunteer agencies with low income clients using **CanTax**.

Records Retention

Class records, including exams, related to this course will be maintained for six months after the last day of classes for the course. These records will then be destroyed in a secure manner.

Accounting Analysis

Effective management relies on accurate financial analysis. With your accounting background, you have some familiarity using financial statements and ratios. Working with **Excel**, you will complete a number of exercises which will increase your ability to set up financial statements, financial ratios, and budgets.

Accounting Software

Accounting graduates should be familiar with the basics of current accounting software. Using **Simply Accounting** you will set up a computerized accounting system. You will become familiar with payables, receivables, payroll and inventory on a computerized basis.

Database Accounting

During the past few years, there has been a marked shift towards database usage to issue invoices, inventory tracking and control. As an accounting graduate you should understand and be able to apply the principles of database accounting. You will use **Access** to explore the field of database accounting.

Tentative Class Schedule

Date	Topic	Reference
January 3rd to February 9th	Introduction & Course Outline Simply Accounting	Course Outline Simply Accounting 7.0 Chapters 1 - 8 Class Notes
February 11th to February 18th	Access	Exploring MS Office Professional Volume 1 Access Chapters 1 to 3 Class Notes
February 21 to February 25 Family Day & Winter Break		
February 28 to March 15th	Income Tax Web Page Design Web Searches	Exploring MS Office Professional Volume 1 Class Notes
March 17th to April 12th	Excel	Exploring MS Office Professional Volume 1 Class Notes

Grading Scheme

Simply Assignments: 40%

Assignment 1	Jan 10th	5%
Assignment 2	Jan 14th	5%
Assignment 3	Jan 19th	5%
Assignment 4	Jan 24th	5%
Assignment 5	Jan 28th	5%
Assignment 6	Feb 2	5%
Assignment 7	Feb 7	5%
Assignment 8	Feb 11	5%

1. Assignments are due on the date specified.

2. Late assignments receive a maximum of 60%.

3. Incorrect assignments will be returned until the student achieves a passing grade.

				EXCEL		40%
Database Project	Feb 28th	10%	Excel Assignment Mar27th			5%
			Excel Quizzes (2½ % each)			10%
Income Tax	Varried	15%	Mar 24th	Mar 31st		
			April 7th	April 12th		
			Excel Project	April 14th		15%
Internet Project	Mar 17th	5%				