



Grande Prairie Regional College

Department: Business Administration and Commerce

COURSE OUTLINE – WINTER 2009

BA 2500 5(3-0-2) – COMPUTER APPLICATIONS FOR ACCOUNTING

Instructor Trevor Thomas

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Office Hours Monday and Wednesday
12:00 – 1:00 pm or
by appointment

Prerequisite:

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:

Using Simply Accounting by Sage 2007, , Purbhoo, 2008

THE TEXT WILL BE USED EXTENSIVELY.

Description:

Building on the theory and skills developed in BA 1110 and BA 1150, this course explores the software used for financial accounting. Accounting 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.

Credit/Contact Hours:

This is a 3 credit course with 2 lectures per week and one lab. Students are expected to attend all lectures and labs.

Delivery Modes:

Lecture, Readings and Lab

Lectures are delivered in computer lab A313 on Tuesdays and Thursdays. 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.

Objectives:

1. Set up a manual payroll bookkeeping system.
2. Set up a bookkeeping system using Simply Accounting software.
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.

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, Thomposn 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.

Grading Criteria:

MARKS:

Marks will be distributed in the following manner:

Simply Accounting Projects:	60%
Excel Projects:	20%
Quicktax:	10%
Access database Projects:	<u>10%</u>
Total:	100%

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	94 – 100	EXCELLENT
A	4	90 – 93	
A⁻	3.7	85 – 89	FIRST CLASS STANDING
B⁺	3.3	80 – 84	
B	3	76 – 79	GOOD
B⁻	2.7	72 – 75	
C⁺	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.