

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Winter 2025

#### **BA2500 (A3): Computer Application for Accounting – 3 (3-0-1) 60 Hours for 15 Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Nicholas Whalen, CPA,  
MPAcc

**PHONE:** (780) 539-2947

**OFFICE:** C310

**E-MAIL:** [nwhalen@nwpolytech.ca](mailto:nwhalen@nwpolytech.ca)

**OFFICE HOURS:** Monday 10:00 am – 11:30 am & Wednesday 2:30 pm – 4:00 pm or by appointment

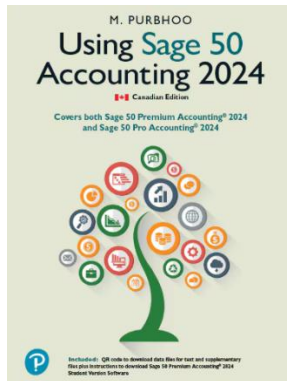
#### **CALENDAR DESCRIPTION:**

This course provides students with the opportunity to explore the functions and capabilities of commonly used accounting software. Students will use accounting software to record transactions, maintain financial records, and generate reports in a timely and accurate manner. The knowledge gained in this course can be applied to other computerized accounting systems.

**PREREQUISITE(S):** BA1110 & BA1150



## REQUIRED MATERIALS:



### 1. PRINT TEXT/E-BOOK

Purbhoo, M. (2024). *Using Sage 50 Accounting 2024 (Canadian ed.)*. North York, Ontario, Canada: Pearson Canada Inc. ISBN: 9780138299668

The above text includes website access to student data files required for all coursework and assignments.

## 2. SOFTWARE & NETWORK REQUIREMENTS

A device must meet or exceed the following specifications to participate in online course content at NWP: see NWP requirements at

<https://www.nwpolytech.ca/doc.php?d=TECHREQ> and [Connect requirements at https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd](https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd)

**DELIVERY MODE:** On-campus (face-to-face)

This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

## LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

- Prepare the setup of accounting software for various organizations.
- Prepare general journal entries, sales invoices, receipts, purchases, and payments.
- Record GST, HST, and PST transactions.
- Create payroll deductions and complete payroll transactions for groups of employees.
- Prepare the required journal entries for various remittances.
- Prepare journal entries for foreign currency transactions.
- Prepare purchase and sale orders and quotes.
- Prepare and analyze bank reconciliations.
- Prepare and analyze budget reports.
- Prepare, modify, and analyze various financial reports.

- Complete backup procedures.
- Review the ethical responsibility regarding accounting and accounting software.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* For courses with alpha (letter) grading, a 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:

Assignments	35%
Midterm	30%
Examination	
Final Exam*	<u>35%</u>
Total	<u>100%</u>

\*To receive credit for BA 2500, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

## GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

The schedule is tentative and may vary slightly at the discretion of the instructor.

Week Beginning	Topic	Required Reading
January 6	Course Outline, Introductions to Sage 50, GST, HST and PST General Ledger	Course Outline Chapter 3
January 13	General Ledger Setup	Chapter 4
January 20	Accounts Payable	Chapter 5
January 27	Accounts Receivable	Chapter 6
February 3	Receivables & Payables Setup	Chapter 7
February 10	Payroll Journal and Payroll Ledger Setup	Chapters 8 & 9
<i>February 17 – Winter Break – No Classes</i>		
<b>February 24</b>	<b>Midterm &amp; Inventory</b>	Chapter 10
March 3	Orders, Quotes, and Deposits	Chapter 11
March 10	Currencies, Remittances & Accountant's Copy	Chapter 12
March 17	QuickBooks Online	QuickBooks Online
March 24	Allocations and Electronic Payments	Chapter 13
March 31	Budgeting	Chapter 14
April 7	Reconciliation & Deposits	Chapter 15
<b>April 14 - 23</b>	<b>COMPREHENSIVE FINAL EXAM</b>	<b>Chapters 1 – 15 &amp; QuickBooks Online</b>

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see

<https://www.nwpolytech.ca/about/administration/policies/> and  
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

## Additional Information:

### Attendance:

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than six absences (2 weeks), or if significant assessments like assignments, quizzes, tests, and/or exams are not completed; see Final Examination Policy; <https://www.nwpolytech.ca/about/administration/policies/>.

### Participation:

The expectation for this course is that students read the course material and participate during class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule. The NWP Study Skills Hub will help you develop the skills you need to succeed in your program. Click on the following link for free access: <https://libguides.nwpolytech.ca/learningportal/studyskills>

### Recording:

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be



reproduced, transferred, distributed, or displayed in any public manner. Any images taken without the instructor's consent will need to be deleted immediately.

## Email:

Students may contact the instructor by email or phone. Emails will be answered within two business days outside of stated office hours. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

## Assignment, Tests, and Exams:

- Assignments will be submitted on myClass. Late assignments will not be accepted. No extensions or rewrites will be granted. Any missed assignments will receive a grade of zero.
- The midterm is tentatively scheduled for **February 26, 2025**. Do not plan activities or trips on this date. Unexcused absences will be assigned a grade of zero.
- The final exam is scheduled for two hours. It will be written as scheduled by the Registrar's office during the exam period from April 14 – 23, 2025. Do not plan activities or trips during this period. Unexcused absences will earn a grade of zero. Students who arrive after the first student has left the examination room will not be allowed to take the final exam and will receive a grade of zero.

## Software Access Outside of Class:

Students will be required to access the required Sage software outside of class to complete the required coursework. You will need to download NWP's remote desktop to access your data files and the Sage software. If you follow the link below, select "Software Access", "Remote Desktop", then download the remote desktop.

Link for report desktop:

<https://www.nwpolytech.ca/students/techsupport/index.html>