



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2020**

BA2500 (A3): Computer Applications for Accounting – 3 (3-0-2) UT 75 Hours for 15 Weeks

INSTRUCTOR: Abigail (Abby) Head **PHONE:** 780-532-2712
OFFICE: C304 **E-MAIL:** ahead@gprc.ab.ca
OFFICE HOURS: Monday 1 PM – 2:20 PM and Wednesday 10 AM to 11:20 PM

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.

PREREQUISITE(S)/COREQUISITE:

BA1110 and BA1150, or consent of instructor.

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, M. (2019). *Using Sage 50 Accounting 2018* (Canadian ed.). North York, Ontario, Canada: Pearson Canada Inc.

The above text version includes *Resources on Student DVD* with data files required for assignments.

DELIVERY MODE(S):

Course materials and assignments are discussed during both lecture and lab (laboratory) times. Students are encouraged to use computer lecture *and* lab time to start and work on assignments. Assignments not completed are homework. *Individual Assignment questions should be made during both scheduled lecture and lab (laboratory) times.*

COURSE OBJECTIVES:

To study the capabilities and benefits of a computerized accounting system using an industry-standard software package. Beginning with a review of the accounting cycle, students will demonstrate the range of accounting processes through the use of computerized accounting software to record transactions from source documents to the development of financial statements and reports.

LEARNING OUTCOMES:

Upon completion of the course, students will be able to:

- Outline the accounting cycle.
- Apply accounting principles as they prepare and modify company data files through the use of computerized accounting software.
- Plan and design a computerized accounting system for a small company using computerized accounting software.
- Complete applications using computerized accounting software from source documents.
- Prepare company data files using computerized accounting software from manual company records.
- Inspect the need and significance of implementing computerized accounting software reports with other software packages for reporting purposes.
- Analyze a company and assess the potential of conversion to a computerized accounting system.

TRANSFERABILITY:

The King's University - **BUSI 359: Management Information Systems**

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be accepted 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	65%
Final Individual Comprehensive Project	35%

Note: Turnitin plagiarism software will be utilized by the instructor for assignments and projects.

GRADING CRITERIA:

Please note that most universities 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	90-100	C+	2.3	67-69
A	4.0	85-89	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

TENTATIVE COURSE SCHEDULE/TIMELINE:

Week of	Topic	Required Reading
1 Jan 5	Getting Started: Introduction to Sage 50, GST, HST, and PST, General Journal	Chapter 1, 2, 3
2 Jan 12	General Ledger Setup	Chapter 4
3 Jan 19	Accounts Payable	Chapter 5
4 Jan 26	Accounts Receivable	Chapter 6
5 Feb 2	Receivables & Payables Setup	Chapter 7
6 Feb 9	Payroll Journal and Payroll Ledger Setup	Chapter 8 & 9
7 Feb 16	Family Day & Winter Break	
8 Feb 23	Inventory	Chapter 10
9 Mar 1	Orders, Quotes, and Deposits	Chapter 11
10 Mar 8	Currencies, Remittances & Accountant's Copy	Chapter 12
11 Mar 15	Allocations and Electronic Payments	Chapter 13
12 Mar 22	Budgeting	Chapter 14
13 Mar 29	Reconciliation & Deposits	Chapter 15
14 Apr 5	Payroll & Inventory Setup	Chapter 16
15 Apr 12	Comprehensive Final Project (To Be Announced)	

STUDENT RESPONSIBILITIES:

It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the GPRC College website at the following link:

<https://www.gprc.ab.ca/about/administration/policies/>

Attendance and Participation

Students are expected to attend all scheduled lectures, labs (laboratories), arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. You may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are excessive, more than *six absences* (two weeks), or if significant parts of required assignments, quizzes, projects, and/or exams are not completed; see Academic Regulations, Debarred From Exams, in the GPRC Academic Calendar. Tardiness will be treated as an absence. Attendance is recorded in MyGPRC.

During lectures and labs (laboratory), it is expected that students will work on the BA2500 course material being covered. Students who use class time for any other purpose (e.g. work on other class assignments, read/send text messages, etc.), will be asked to leave the class.

Course materials (course outline, schedule information, and assignments, etc.) and announcements will be available on Moodle and through GPRC Webmail. Students are responsible for checking all of these websites regularly; 3 – 5 times per week.

Time Management

The expectation for this course is that students read the course material. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, assignments, quizzes, problems, and projects.

Cell Phones

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and/or talking on a cell phone during class is therefore strictly prohibited. Cell phones must be turned off or set to silent mode. If a student is unable to adhere to this policy, cell phones will be held by the instructor and returned at the end of class to mitigate any disruptions.

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 consent* will need to be deleted immediately.

Email

Students may contact the instructor by email or phone. Emails will be answered within one business day outside of stated office hours. *Email correspondence must be sent to your instructor from your GPRC student email account.* Emails should be professionally formatted and include a subject and reference to the course material(s), etc.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data, and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students

leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.