

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2024

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.

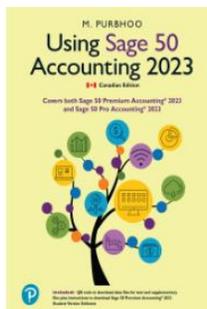
INSTRUCTOR: Nicholas Whalen, CPA, MPAcc **PHONE:** (780) 539-5947
OFFICE: C310 **E-MAIL:** nwhalen@nwpolytech.ca
OFFICE
HOURS: Monday 1:00pm – 2:30pm & Thursday 11:30am – 1:00pm or by appointment

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.

PREREQUISITES: BA1110 & BA1150

REQUIRED TEXT/RESOURCE MATERIALS:



1. PRINT TEXT/E-BOOK

Purbhoo, M. (2022). *Using Sage 50 Accounting 2023 (Canadian ed.)*. North York, Ontario, Canada: Pearson Canada Inc. ISBN: 9780138103453

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:

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 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:

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

**** 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 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	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:

Week Beginning	Topic	Required Reading
January 8	Course Outline, Introductions to Sage 50, GST, HST and PST General Ledger	Course Outline Chapter 3
January 15	General Ledger Setup	Chapter 4
January 22	Accounts Payable	Chapter 5
January 29	Accounts Receivable	Chapter 6
February 5	Receivables & Payables Setup	Chapter 7
February 12	Payroll Journal and Payroll Ledger Setup	Chapters 8 & 9
<i>February 19 – Winter Break</i>		
February 26	Midterm & Inventory	Chapter 10
March 5	Orders, Quotes, and Deposits	Chapter 11
March 12	Currencies, Remittances & Accountant's Copy	Chapter 12
March 19	QuickBooks Online	QuickBooks Online
March 26	Allocations and Electronic Payments	Chapter 13
April 2	Budgeting	Chapter 14
April 9	Reconciliation & Deposits	Chapter 15
April 14 - 24	COMPREHENSIVE FINAL EXAM	Chapters 1 – 15 & QuickBooks Online

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, TEST AND EXAM POLICIES:

- 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 27, 2024**. 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 17 – 24, 2024**. 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.