



**DEPARTMENT OF BUSINESS ADMINISTRATION AND COMMERCE**

**COURSE OUTLINE – WINTER 2012**

**BA2500: COMPUTER APPLICATIONS FOR ACCOUNTING – 3(3-0-2) 75 HOURS**

**INSTRUCTOR:** Abigail Head, CMA                      **PHONE:** 780-539-8312  
**OFFICE:** E401 Station 6                                      **E-MAIL:** ahead@gprc.ab.ca

**OFFICE HOURS:** Tuesdays & Thursdays 11:30 AM - 12:30 PM (tentative) or by appointment.

**PREREQUISITE(S):**

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:**

**Purbhoo, M. (2011).** *Simply Accounting by Sage Premium 2010*. Toronto, ON: Pearson Canada Inc.

**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

**CREDIT/CONTACT HOURS: 3(3-0-2) 75 Hours**

**DELIVERY MODE(S):**

This is a 3 credit course with 2 lectures per week and one lab. Students are expected to attend all lectures and labs. Course material and assignments will be discussed and/or completed during both lecture and lab time.

**OBJECTIVES:**

- Set up a bookkeeping system using Simply Accounting software.
- Set up a payroll bookkeeping system using Excel spreadsheet software.
- 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, Thompson 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.

**\*\* 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/GRADING CRITERIA:**

Marks will be distributed in the following manner:

Simply Accounting Projects (Includes final comprehensive project):	75%
Excel Projects:	<u>25%</u>
Total:	<u>100%</u>

Assignments will be handed in on the due date. The penalty for late submission will be 2% per day. Once marked and assignments have been returned, no late assignments will be accepted. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor.

Grades will be assigned on the Letter Grading System:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

**STUDENT RESPONSIBILITIES:**

**Professionalism** - Each student is expected to come to the computer lab on time with the required text book.

**Cell phones** - Cell phones are not to be used in class for any purpose: conversations, texting, games, or as cameras. In the rare instance where you may be expecting an important (life altering) phone call, please inform your instructor. Use of cell phones in class is unprofessional and distracting.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week 1</b>	<b>Jan 5</b>	<b>Chapter 1 &amp; 2</b>	<b>Intro to Simply Accounting &amp; GST</b>
<b>Week 2</b>	<b>Jan 9</b>	<b>Chapter 3 plus assignment</b>	<b>General Journal</b>
<b>Week 3</b>	<b>Jan 16</b>	<b>Chapter 4 plus assignment</b>	<b>General Ledger Setup</b>
<b>Week 4</b>	<b>Jan 23</b>	<b>Chapter 5 plus assignment</b>	<b>Accounts Payable</b>
<b>Week 5</b>	<b>Jan 30</b>	<b>Chapter 6 plus assignment</b>	<b>Accounts Receivable</b>
<b>Week 6</b>	<b>Feb 6</b>	<b>Chapter 7 plus assignment</b>	<b>Receivables &amp; Payables Setup</b>
<b>Week 7</b>	<b>Feb 13</b>	<b>Chapter 8 plus assignment</b>	<b>Payroll Journal</b>
<b>Week 8</b>	<b>Feb 27</b>	<b>Chapter 9 plus assignment</b>	<b>Payroll Ledger Setup</b>
<b>Week 9</b>	<b>Mar 5</b>	<b>Chapter 10 &amp; 12 (tentative) plus assignment</b>	<b>Inventory</b>
<b>Week 10</b>	<b>Mar 12</b>	<b>Chapter 13 &amp; 14 plus assignment</b>	<b>Project Allocations &amp; Budgeting</b>
<b>Week 11</b>	<b>Mar 19</b>	<b>Chapter 15 plus assignment</b>	<b>Reconciliations &amp; Deposits</b> <b>Discuss Final Comprehensive Project and due date</b>
<b>Week 12</b>	<b>Mar 26</b>	<b>Chapter 16 plus assignment</b>	<b>Payroll &amp; Inventory Setup</b>
<b>Week 13</b>	<b>April 2</b>	<b>Excel project - TBA</b>	
<b>Week 14</b>	<b>April 3</b>	<b>Excel project - TBA</b>	