



DEPARTMENT OF BUSINESS

COURSE OUTLINE – WINTER 2014

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

INSTRUCTOR: Doris Hoveland, CA **PHONE:** 780.539.2205
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OFFICE HOURS: Tuesday & Thursday 11:30 AM - 1:00 PM or by appointment

PREREQUISITE(S)/COREQUISITE:

BA1110 and BA1150 or consent of instructor.

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, M. (2014). *Using Sage 50 Accounting 2013*. 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:

This is a 3 credit course with 3 lecture and 2 lab hours per week.

DELIVERY MODE(S):

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:

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

- Set up a bookkeeping system using Sage 50 Accounting software.
- Understand how spreadsheet software is 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**

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	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

EVALUATIONS:

Participation	10%
Chapter Assignments	60%
Final Comprehensive Project	<u>30%</u>
Total	<u>100%</u>

Assignments must be submitted by the due date. Late submissions will be assessed a penalty of 10% 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.

STUDENT RESPONSIBILITIES:

Professionalism:

Each student is expected to come to class on time with the required textbook. Arriving late is disruptive to the entire class.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. Cell phones must be either **turned off** or set to *silent* mode.

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/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Required Reading
January 7	Getting Started General Journal	Chapter 1 & 2 Chapter 3
January 13	General Ledger Setup	Chapter 4
January 20	Accounts Payable	Chapter 5
January 27	Accounts Receivable	Chapter 6
February 3	Receivables and Payables Setup	Chapter 7
February 10	Payroll Journal	Chapter 8
February 17 – 21	Reading Week	
February 24	Payroll Ledger Setup	Chapter 9
March 3	Inventory	Chapter 10
March 10	Orders, Quotes & Deposits Currencies, Remittances & Accountant's Copy	Chapter 11 Chapter 12
March 17	Allocations & Electronic Payments	Chapter 13
March 24	Budgeting	Chapter 14
March 31	Reconciliation and Deposits	Chapter 15
April 7	Payroll and Inventory Setup	Chapter 16
TBA	Final Comprehensive Project	

(Dates may vary at the discretion of the instructor)