



# Grande Prairie Regional College

## School of Business

### Department of Business Administration

COURSE OUTLINE – WINTER 2006

### BA2500 Computer Applications for Accounting

**Instructor** Sharron Barr

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**Office Hours** M-F 1- 3 p.m.

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#### **Prerequisite(s)/co requisite(s):**

BA1110 and BA1150 or consent of instructor

#### **Required Text/Resource Materials:**

Purbhoo, M. *Using Simply Accounting 2005 Pro and Basic Versions* Addison Wesley 2006.

Shelley, Cashman, *Microsoft Excel 2003 Comprehensive Concepts and Techniques*

Course Technology 2004

#### **Description:**

Building on the theory and skills developed in BA1110 and BA 1150, this course uses Microsoft Office Excel 2003 software and Simply Accounting Pro 2005 software for the production practical exercises that could be used for planning, controlling and decision making in responsible accounting. Introductory to post-advanced features of both software packages are used.

#### **Credit/Contact Hours:** 3 (3-0-2)

Monday 15:00 – 16:50 p.m. – 5:50 Tuesday and Thursday 10 – 11:20 a.m. Room A313

#### **Delivery Mode(s):**

This course uses lecture, demonstration, and practical hands-on delivery modes of delivery.

## **Objectives:**

The student will demonstrate the ability to perform all activities to attain an expert level of skill in Excel 2003 including the skill sets:

- Apply formats (accounting, fraction, and scientific)
- Create custom formats
- Use styles and auto-formats
- Use lists to sort data and query from a list
- Print workbooks
- Audit a worksheet
- Use advanced functionality
- Use macros
- Import and export data from other applications
- Use templates
- Use multiple workbooks use workgroup functions

The student will apply expert Excel 2003 skill set to create the following documents:

- Accounting / financial statements
- Data analysis
- Statistical tables
- Amortization tables
- Forecasts
- Personal records
- Lists
- Budgets
- Marketing and sales reports
- Invoices and purchase orders
- Basic financial statements
- Spreadsheet information for use on the Intranet/Internet

Student will be able to attain an expert level of skills in the use of Simply Accounting Pro Software version 2005 in the following areas:

- Starting, loading, and backing up the software
- GST
- General Journal
- Accounting Payable
- Accounts Receivable
- Discounts, Orders, and Quotes

- Payroll Journal
- Inventory Transactions
- Departmental Accounting
- Manual to computerized conversion all modules

**Transferability:**

AU

**Grading Criteria:**

Excel Projects 1 – 8 Assignment Chapter and Lab Work	30%
Excel Lab Tests Projects 1 – 8	30%
Simply Accounting 2005 Assigned Simulated Company Work	40%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department  
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Course  
Policy:**

1. *Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar)*
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to complete a course and qualify to write the final exam.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name \_\_\_\_\_

Study Partner's Phone Number \_\_\_\_\_