

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF COMPUTER SYSTEMS TECHNOLOGY
COURSE OUTLINE

CT 145 - BUSINESS FINANCIAL SYSTEMS

Instructor: Donna Friesen
Office: D313
Phone: 539-2009

MATERIALS
REQUIRED: Bedford Accounting Program & Manual Version
3.3
Two 3 1/2" 1.4 mb Data Disks

PREREQUISITE: CT 113

COURSE
DESCRIPTION: This course will develop your ability to
analyze and design comprehensive business
information systems. The Chart of Accounts,
forms design and standard input documents such
as the General Ledger, Accounts Receivable,
Accounts Payable, Inventory and Payroll will
be covered. Popular accounting programs will
be used to provide a detailed review of
conversions from manual based to computerized
systems.

COURSE
OBJECTIVES: 1. To understand the components and uses of
a business information system, financial
and managerial, in a PC and network
environment.
2. To be acquainted with the processes in
starting-up, maintaining, and using
commercial financial software.
3. To learn the basic requirements of what a
business information should contain and
to identify user needs before any
programming functions begin.

EVALUATION: *Class Contribution: 5%
Assignments: 30%
Quizzes: 15%
Mid-Term Exam: 20%
Final Exam: 30%
100%

- *Class Contribution - responses to questions
- questions/comments initiated
- interaction with other students

FINAL GRADE: Conversion from percentage to stanines as follows:

90-100%	9
80- 89%	8
72- 79%	7
65- 71%	6
57- 64%	5
50- 56%	4
45- 49%	3
26- 44%	2
0- 25%	1

COURSE CONTENT:

<u>Topic</u>	<u>Time Allotment</u>
<u>Lectures:</u>	
Accounting/Business Cycle	2 wks.
General Ledger/Chart of Accounts	2 wks.
Consolidation & Reporting	1 wk.
Accounts Payable	1 wk.
Accounts Receivable	1 wk.
Payroll/Inventory	1 wk.
Forms Design	1 wk.
System Controls	1 wk.
System Development	3 wks.
<u>Labs:</u>	
Bedford Integrated Accounting	6 wks.
Article Review Presentations	8 wks. (intermittent)
Guest Speakers/Field Trips	1 wk.
System Development Assignment	6 wks.

ASSIGNMENT POLICY: Assignments will be due at the beginning of class on the due date. Late assignments will be penalized 25% per day.

ATTENDANCE POLICY: Students are expected to attend all classes on a regular basis.

Winter 1991