

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF COMPUTER SYSTEMS TECHNOLOGY
COURSE OUTLINE

CT 145 - BUSINESS FINANCIAL SYSTEMS

INSTRUCTOR: Donna Friesen
OFFICE: C417
PHONE: 539-2991
MATERIALS REQUIRED: Text: Accounting Information Systems;
Boockholdt & Li - Revised Edition; Irwin.
Two 3 1/2" 1.4 mb floppy disks
PREREQUISITE: CT 115

COURSE DESCRIPTION: This course will develop your ability to understand, analyze and design comprehensive business information systems. The Chart of Accounts, forms design and standard input documents for 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 an accounting information system, financial and managerial, in a PC and mainframe environment.
 2. To be acquainted with the processes in starting up, maintaining, and using commercial software.
 3. To learn the basic requirements of what an accounting information system should contain and to identify user needs before any programming functions begin.

EVALUATION:	Assignments	35%
	Mid-term Exam	30%
	Final Exam	<u>35%</u>
		100%

FINAL GRADE: Conversions 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>Text Chapters</u>
<u>Lectures</u>		
Accounting Cycle/Systems	1 wk.	1
Budgets/Account Codes	1 wk.	2
Subsystems/Transactions	1 wk.	3
Hardware, Peripherals, Software	1 wk.	9
Data Storage/Processing Methods	1 wk.	10
File Processing Methods	1 wk.	11
Internal Controls	1 wk.	13
System Controls	1 wk.	14
Data Security & Integrity	1 wk.	15
Business Cycle	1 wk.	17
Revenue Cycle	1 wk.	18
Expenditure Cycle/Forms Design	1 wk.	19
Inventory/Payroll Cycle	1 wk.	20
Review	1 wk.	

Labs

Application Software: Bedford Accounting, AccPac Plus, Lotus 123, MYOB Accounting (if time permits) - 14 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.