
BA 2500 - Computer Applications for Accounting

Instructor:*Bruce Macdonald**Office: C302**Telephone: 539-2016(w)**402-8583(h)**E-Mail: bmacdonald@gprc.ab.ca***Classroom:***A307***Times:***Mon., Wed. 8:30 - 9:50, Fri. 8:30 - 10:20*

COURSE DESCRIPTION:

Building on the theory and skills developed in BA 1110 and BA 1150, this course explores software necessary for planning, controlling and decision making in responsible accounting. Accounting and tax software packages familiarize the student with current programs and their capabilities. Advanced functions of spreadsheets allow the students to set up financial statements, ratios, regression analysis, and budgets. Database software assists the student with issuing invoices, inventory tracking and control.

PREREQUISITES:

BA 1110 and BA 1150 or consent of instructor.

GENERAL OBJECTIVES:

Students will be able to

1. apply and use the Simply Accounting software.
 2. apply and use QuickTax software.
 3. understand how database and spreadsheet software are used for accounting purposes.
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RESOURCE MATERIALS:

The following textbook is prescribed for this course:

Purbhoo, M. and D. Purbhoo 2000, *Using Simply Accounting for Windows, Version 7.0*. Addison Wesley., Don Mills, 548 pp., ISBN No. 0-201-66489-5.

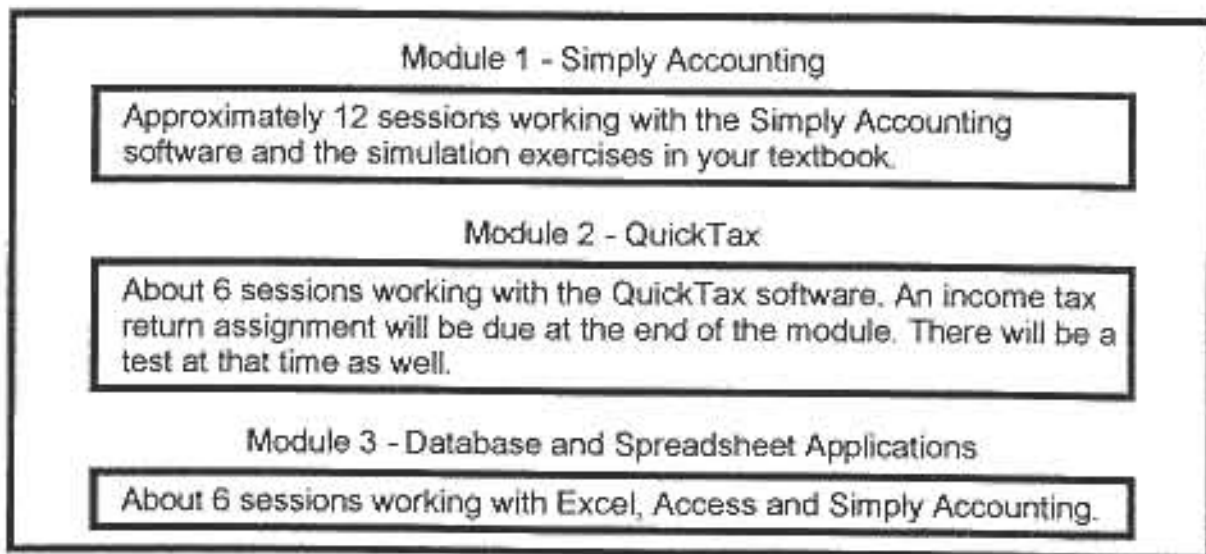
You will find it necessary to have this textbook because we will be following the exercises in the book quite closely.

CONDUCT OF COURSE:

Lab

The course is delivered live in computer lab A307 in the winter semester. Lecture notes and instructions may be put online at this website from time to time. However, visiting this website is not a substitute for attendance in class. A significant amount of time will be spent working on projects. The content is divided into three five-week modules: The first module will cover Simply Accounting. The second module will cover QuickTax software. The third module will explore Microsoft Access and Microsoft Excel accounting exercises.

COURSE CONTENT:



GRADING SYSTEM

GPRC uses the 9-point grading system as explained on page 30 of the College calendar.

Note that a grade of "4" will earn you credit for the course, but it does not entitle you to proceed to certain other courses without special approval. So for the record, consider the passmark to be 5.

The main factor that influences your grade is your weighted average, which I will calculate as follows:

Module 1	Assignments	30
	Module Test	30
Module 2	Assignment	10
	Module Test	10
Module 3	Assignment	10
	Module Test	10
		TOTAL 100

That weighted average translates roughly into the 9-point system as follows:

Weighted Average %	9-Point Grade
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