

# Computer Applications for Accounting

BA 2500

## Meeting accounting challenges with technology

### Basic Course Information

**Instructor:** Kathleen Frei  
**Office Hours:** T/R 9:00-9:30  
Room C413 M/W/F 1:00-2:00  
539-2007 (I'm prone to  
(Messages) wandering, your best  
bet is to make an  
appointment)

**Prerequisite:** BA 1110, and BA  
1150 or instructor's  
permission.

### Transferability:

This course is transferable to  
Athabasca University CMIS 321.  
(Students can receive credit in either  
BA 2500 or BA 2550)

### Texts:

Grauer and Barber. *Exploring MS  
Office Professional, Vol.2.* Saddle  
Hills, N.J. Prentice-Hall, 1998

It is assumed that students will also  
have access to *Exploring MS Office  
Professional, Vol. 1* from BA 1150.  
Students who do not have Vol. 1 may  
be asked to purchase a special MS  
Access module.

The text will be used extensively in the  
course. All students should have  
access to a text.



### 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 allows the student to set up financial statements, ratios, regression analysis, and budgets. Database software assists the student with issuing invoices, inventory tracking and control. Finally, a quick look at the Internet and home page design keeps the student up-to-date with current computer trends

### Course Objectives:

- To understand the basics of computer hardware
- To understand the basics of web page design and Internet searches.
- To use database software for accounting purposes
- To understand and apply spreadsheet software for accounting purposes
- To understand the basics of tax software
- To understand, apply and use accounting software

## Grading Scheme

Midterm .....	20%
Access Project .....	15%
Excel Project .....	15%
Tax Preparation Project ..	10%
Simply Project .....	20%
Integrated Test .....	20%

## In Class Activities

All classes will be held in the computer lab A307. As such, a significant amount of time will be spent working on projects. Computers require extensive hands-on experience, and thus a lot of trial and error learning occurs. Don't expect to be walked through each computer program step-by-step. You will need to experiment with the programs. Some classes, however, will be needed to cover theory.

## Attendance

To get the most out of this class, regular attendance and active participation is required. It is particularly important that you attend classes where theory is being covered; some material will not have an assigned text reading. Since much of this course is project based, you may want to complete some of the work outside of scheduled class time on your own computer. This is fine, as long as your work gets done on time, and you keep me apprized of your progress.

## Midterm

As a Business Administration graduate, you may be called upon to do a variety of tasks.

- produce a basic web page or web search.
- perform an advanced word processing feature such as mail merge.
- purchase a computer system

Thus, we will spend some time exploring these features in order to assist you in your ability to perform these tasks and make informed decisions.

## Database Accounting

During the past few years, there has been a marked shift towards database usage to issue invoices, inventory tracking and control. As an accounting graduate you should understand and be able to apply the principles of database accounting. You will use Access to explore the field of database accounting.

## Accounting Analysis

Effective management planning relies on accurate financial analysis. With your accounting background, you have some familiarity using financial statements and ratios. Working with Excel, you will complete a number of exercises which will increase your ability to set up financial statements, financial ratios, budgets and simple income tax forms.

## Simply Project

Accounting graduates should be familiar with the basics of current accounting software. Using Simply Accounting you will set up a computerized accounting system. You will become familiar with payables, receivables, and payroll on a computerized basis. Given time, bank reconciliation and inventory will be explored.

## Integrated Test

The purpose of this test is to be able to solve accounting concerns using the programs we covered in the course work.

## Quizzes & Projects

All tests, and projects must be completed to receive credit for this course. If you have not completed all course requirements by the end of the term, you will be assigned a grade of INCOMPLETE for the course.



Tentative Class Schedule  
 BA 2500

Date	Topic	Reference
Jan 7, 8	Introduction & Course Outline Computer Hardware	Course Outline, Class Notes Vol 1 - PC Buying guide
Jan 12, 14, 15	Review Basic MS-Word Advanced Word Features	Vol 1 - Word Ch 1, 2, 3 Vo 2 - Word Ch 1
Jan 19, 21, 22	Internet searches Web Page Design	Vol 1 - Internet Ch 1, 2 Vol 2 - Word Ch 3
Jan 26, 28, 29	Principles of Database Accounting Introduction to MS Access, Tables & Forms	Midterm ( <b>Jan 26</b> ) Vol 1 - Access Ch 1, 2
Feb 2, 4, 5	Reports and Queries One to Many Relationships	Vol 1 - Access Ch 3 Vol 2 - Access Ch 1, 2
Feb 9, 11, 12	Many to Many Relationships Access Project	Appendix B, C Access Project Due (Feb 12th)
Feb 16, 18, 19	Review of Basic Excel	Vol 1 - Excel Ch 1, 2, 3, 4
Feb 23, 25, 26	<b>Reading Week - No Classes</b>	
Mar 2, 4, 5	List and Data Management Consolidating Data	Vol 2 - Excel Ch 1, 2 Tax Project Due ( <b>Mar - ongoing</b> )
Mar 9, 11, 12	The spreadsheet audit Data Mapping	Vol 2 - Excel Appendix B Vol 2 - Excel Appendix D
Mar 16, 18, 19	CanTax Software Principles of Simply Accounting	Class Notes Excel Project Due ( <b>Mar 16</b> )
Mar 23, 25, 26	Overview and General Ledger	Class Notes
Mar 30, Apr 1,	Accounts Receivable, Payable Setting up a Company	Class Notes
Apr 5, 8, 9	Payroll	Class Notes
Apr 13, 15, 16	<i>Bank Reconciliation/Inventory</i> (if time permits)	Class Notes Integrated Test (April 16) Simply Project Due (April 16)