

Computer Applications for Accounting

BA 2500 (3-0-2)

Meeting accounting challenges with technology

Basic Course Information

Instructor: Kathleen Frei
Room C413
539-2007
(Messages)

Office Hours:

M 12:00 - 1:30
W 11:30 - 1:00

(I'm prone to wandering, your best bet is to make an appointment)

Email: Frei@gprc.ab.ca

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:

Freedman and Barr. *Simply Accounting 7.0 a simulation approach*. Norbry Publishing Limited 1999

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.

Course Objectives

- To understand, apply and use accounting software
- To understand, apply and use the basics of database software for accounting purposes
- To understand, apply and use the basics of tax software
- To understand, apply and use spreadsheet software for accounting purposes

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.

Basic Income Tax Preparation & Software

This course includes a section on basic personal income tax preparation using current software. Students will be required to prepare Income Tax returns for volunteer agencies with low income clients using current tax software.

Records Retention

Class records, including exams, related to this course will be maintained for six months after the last day of classes for the course. These records will then be destroyed in a secure manner.

Spreadsheet Analysis

Effective management 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 budgets, financial ratios, and financial statements.

Accounting Software

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 on a computerized basis with payables, receivables, payroll, inventory, month end & year end entries, projects & bank reconciliations.

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.



Tentative Class Schedule

Date	Topic	Reference
January 3rd to February 6th	Introduction & Course Outline Simply Accounting	Course Outline Simply Accounting 7.0 Chapters 1 - 13
February 8 th to February 16 th	Access	Class Notes <i>Exploring MS Office Professional Volume 1 Chapters 1 to 3</i>
February 19 to March 15th	Income Tax	Class Notes
March 16 th to April 12 th	Excel	Class Notes <i>Exploring MS Office Professional Volume 1 & 2</i>

Grading Scheme

Simply Assignments:		40%
Storage	Jan 9 th	4%
Bridal	Jan 12 th	4%
Network	Jan 16 th	4%
China	Jan 19 th	4%
Shirt & Ties	Jan 25 th	4%
Test 1	Jan 26 th	5%
Wheels	Feb 1 st	5%
Test 2	Feb 6 th	10%

1. Assignments are due on the date specified.
2. Late assignments receive a maximum of 50%.
3. Incorrect assignments will be returned until the student achieves a passing grade.

Database Project Feb 20th 10%
 (Beginning of class)

Income Tax Paper Mar 8 10%
 Computer Returns Mar 15 10%

EXCEL 30%

Excel Assignment Mar 29th 5%
 Excel Quiz April 5 10%
 Excel Final Project April 12th 15%