

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE
FALL 1996**

B. Termeer

CA 1311 - COMPUTERIZED BOOKKEEPING I

TEXT/MATERIALS:	ACCPAC Plus 6.0/6.1 General Ledger; Moffat, Joni D.; Copp Clark-Pitman, 1994 ACCPAC Plus 6.0/6.1 Accounts Payable; Moffat, Joni D.; Copp Clark-Pitman, 1994 INTEGRATED APPLICATION ASSIGNMENT PACKAGE (distributed in-class) 3 1/2" High Density Diskette, Pencil, Calculator
TEXT/MATERIALS RECOMMENDED:	Introductory Financial Accounting reference
PREREQUISITE:	CA1311 or OA1312 or Equivalent, CA2412 or Equivalent
CO-REQUISITE:	CA2412 or Equivalent, or permission of instructor
COURSE DESCRIPTION:	<p>Continues to focus on applying the basic principles of bookkeeping with emphasis on their practical use in the computerized office. Application of advanced features of ACCPAC Plus General Ledger, ACCPAC Plus Accounts Payable, ACCPAC Simply Accounting, and Microsoft Office Professional; Excel 5.0, Word 6.0, Access 2.0 and PowerPoint 4.0 software.</p> <p>Integrated applications apply financial accounting concepts through practical comprehensive applications using popular software. Theory concepts applied are: the adjusting process, merchandising transactions, internal cash control, accounts and notes receivable, merchandise inventory, current liabilities and payroll, capital assets and intangibles, financial reporting for partnerships and corporations and job costing.</p>
COURSE OBJECTIVE:	To fully prepare students for work with accounting and professional software in the computerized office.

EVALUATION:	ACCPAC Plus General Ledger Project	10%
	ACCPAC Plus Accounts Payable Project	10%
	ACCPAC Plus Final Project	20%
	MS OFFICE / ACCPAC Simply Accounting	
	Integrated Applications	60%

FINAL GRADE: Conversion from percentages to grade point average as follows:

Grade Determination: All grades are first recorded as percentages. After the final exam, the weighted average percentages will be converted to the college nine-point system according to the following table:

<u>Grade</u>	<u>Interpretation</u>	<u>Percentage Equivalent</u>
9	Excellent	90+
8		80-89
7	Good	72-79
6		65-71
5	Pass	57-64
4		50-56
3	Fail	45-49
2		26-44
1		0-25

NOTE: Except for the adjustment of the raw grades of assignments or exams, grades are not changed. Moreover, the final grades are not determined with reference to any curve. As well, as any point of time the student may find out exactly where he/she stands (compared with his/her goal).

ASSIGNMENT POLICY: All assignments must be completed in order to receive a final mark in this course.

WINTER 1997

CA1331A3 - COMPUTERIZED BOOKKEEPING II
WINTER 1997
JANUARY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY 6 Course Outline Course Schedule ACCPAC PLUS GENERAL LEDGER Crown Dist. Inc.	7	8	9	10 ACCPAC PLUS GENERAL LEDGER Hardy Ent.
13	14 ACCPAC PLUS ACCOUNTS PAYABLE Crown Dist.	15	16	17
20 ACCPAC PLUS ACCOUNTS PAYABLE Hardy Ent.	21	22 ACCPAC PLUS PROJECT DJ SOUND & VISION	23	24
27	28	29	30	31 ACCPAC PLUS PROJECT DUE