

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

CA 1311 - BOOKKEEPING

TEXT: TEACH YOURSELF CA-SIMPLY ACCOUNTING FOR DOS - M. PURBHOO AND D. PURBHOO

INTRODUCTORY COLLEGE ACCOUNTING - 2ND ED. HENRY J. KALUZA

PREREQUISITES: NONE

COURSE DESCRIPTION: Focuses on the basic principles of double entry bookkeeping. Includes computerized accounting applications to cover: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and Job Cost.

COURSE OBJECTIVES: To prepare students for bookkeeping duties involving computerized accounting applications in General and Subsidiary ledgers.

GRADING:

Theory exam	20%
Bedford 1	10%
Bedford 2	10%
Bedford 3	20%
Bedford 4	20%
Final Theory	20%

Grades will be assigned on a percentage basis and converted to a stanine.