D. Linderwater

**GRANDE PRAIRIE REGIONAL COLLEGE**
**DEPARTMENT OF OFFICE ADMINISTRATION**
**COURSE OUTLINE**
**FALL 1994**

### CA 1331 - BOOKKEEPING SYSTEMS II

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| **TEXT/MATERIALS:** | Teach Yourself ACCPAC Bedford; Purbhoo and Purbhoo; Addison Wesley, 1991. |
| | Lotus 1-2-3 Guide; Smart, Karen. Copp Clark-Pitman, 1992 and disk. |
| | ACCPAC Plus 6.0 6.1 General Ledger; Moffatt, Joni D.; Copp Clark-Pitman, 1994 |
| | ACCPAC Plus 6.0 6.1 Accounts Payable; Moffatt, Joni D.; Copp Clark-Pitman, 1994 |
| | 3 1/2" H.D. Diskette |
| **PREREQUISITES:** | OA1310 |
| **COURSE DESCRIPTION:** | Continues to focus the basic principles of bookkeeping with emphasis on their practical use in the office through application of advanced features of ACCPAC Simply Accounting Computerized Accounting Package (Bedford), ACCPAC Plus General Ledger and Accounts Payable Computerized Accounting Package, and LOTUS 1-2-3. |
| **COURSE OBJECTIVES:** | To prepare students for bookkeeping duties involving computerized accounting applications in general and subsidiary ledgers, cash and banking, adjustments, job costing using dedicated accounting packages and electronic spreadsheets. |

**GRADING:**

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| CHILDREN'S VILLAGE CONVERSION PROJECT | 15 |
| PACIFIC CHALET CONVERSION PROJECT | 15 |
| ACCPAC PLUS GENERAL LEDGER PROJECT | 15 |
| ACCPAC PLUS ACCOUNTS PAYABLE PROJECT | 15 |
| LOTUS 1-2-3 FINAL EXAM | 40 |

**NB:** Projects are due at the beginning of the class. No late assignments will be accepted.