

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

CA1331 Computerized Bookkeeping II

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

Using ACCPAC Simply Accounting for Windows; Fuhrman and Choquette; Prentice Hall, 1994

Excel 5.0 Essentials; Matherly and O'Hara; QUE, 1995

3 1/2" HD Diskette

PREREQUISITES: CA1311 or OA1311 or Equivalent

COURSE

DESCRIPTION:

Continues to focus on the applying the basic principles of bookkeeping with emphasis on their practical use in the computerized office through application of advanced features of ACCPAC Plus General Ledger and Accounts Payable, ACCPAC Simply Accounting for Windows, Excel 5.0 and PowerPoint 4.0.

COURSE

OBJECTIVES:

To prepare students for work with accounting software in a computerized office.

GRADING:

ACCPAC Plus General Ledger Project	10%
ACCPAC Plus Accounts Payable Project	10%
ACCPAC Plus Final Project	20%
Excel 5.0 Assignments	20%
CA Simply Accounting for Windows:	
Project Costing Assignment	5%
Month-end Assignment	5%
Year-end Assignment	5%
Final Excel/CA Simply Account for W. Exam	25%

**CA1331 A3 WINTER
SCHEDULE I**

			January 4 Course Outline Schedule Texts	5 ACCPAC Plus General Ledger Practice Set
8	9	10 ACCPAC Plus GL Assignment	11	12 GL Assignment Due
15 ACCPAC Plus Accounts Payable Practice Set	16	17	18 ACCPAC Plus AP Assignment	19
22 ACCPAC Plus AP Assignment Due	23 ACCPAC Plus Final Project	24	25	26
29	30	31	February 1	2 ACCPAC Plus Final Project Due
5 Excel 5.0				