

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

OA 1311 - COMPUTERIZED BOOKKEEPING I

TEXT/MATERIALS: Teach Yourself CA-Simply Accounting; Purbhoo and Purbhoo;
Addison Wesley, 1991.

3 1/2" H.D. Diskette, Pencil, Calculator

PREREQUISITE: None

COURSE DESCRIPTION: Focuses on the basic principles of the double entry system used in the accounting cycle. Includes computerized accounting application to cover: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and System Conversion (manual to computerized).

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

GRADING:	Theory Exam I	10%
	In-Class ACCPAC	
	Test I	10%
	Test II	10%
	Test III	10%
	Conversion Project	20%
	ACCPAC In-Class Final	20%
Final Theory	20%	

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**OA1311 COMPUTERIZED BOOKKEEPING SYSTEMS I
FALL 1994 SCHEDULE**

WEEK	MONDAY	WEDNESDAY
1	SEPTEMBER 12 CHAPTER 1 KALUZA READ PAGES 1 - 29 DO 1.1, 1.2, 1.3, 1.4, 1.6 (abc)	14 Review assigned exercises DO 1.7 (bcd), Case 1-1, 1.8 (a) CHAPTER 2 KALUZA READ PAGES 31 - 40
2	19 DO 2.1, 2.2, 2.3, 2.4 CHAPTER 2 KALUZA READ TOPIC II	21 Review assigned exercises Do 2.5 (abcd), 2.6 (abc) CHAPTER 3 KALUZA P. 30-80 DO SPECIAL CHAPTER QUESTIONS
3	26 Review assigned exercises Theory Review PURBHOO/PURBHOO GST APPENDIX	28 THEORY EXAM I ACCPAC SIMPLY ACCOUNTING GENERAL LEDGER/PILOT'S PLUMBING
4	OCTOBER 3 Review Theory Exam I ACCPAC SIMPLY ACCOUNTING GENERAL LEDGER/PILOT PLUMBING ACCOUNTS PAYABLE/CAROUSEL CAFE	5 ACCPAC SIMPLY ACCOUNTING ACCOUNTS PAYABLE/CAROUSEL CAFE ACCOUNTS RECEIVABLE/ WALLSTREET WIZARD
5	10 THANKSGIVING NO CLASS	12 ACCPAC SIMPLY ACCOUNTING IN-CLASS TEST I KALUZA CHAPTER 10 READ
6	17 Review Simply Accounting Test I PAYROLL THEORY ACCPAC SIMPLY ACCOUNTING PAYROLL/CELINE'S CLEANERS	19 ACCPAC SIMPLY ACCOUNTING PAYROLL/CELINE'S CLEANERS MERCHANDISING BUSINESS THEORY
7	24 IN-CLASS TEST II	26 Review Test II ACCPAC SIMPLY ACCOUNTING INVENTORY/ CLASSIC CLOTHES
8	31 ACCPAC SIMPLY ACCOUNTING INVENTORY/ CLASSIC CLOTHES	NOVEMBER 2 ACCPAC SIMPLY ACCOUNTING INVENTORY/CLASSIC CLOTHES

9	IN-CLASS TEST III	7	Review In-Class Test III ACCPAC SIMPLY ACCOUNTING COMPUTER CONVERSION/ARTISTIC INTERIORS	9
10	CONVERSION CONTINUED	14	CONVERSION PROJECT/PACIFIC CHALET	16
11	CONVERSION PROJECT WORK NIGHT	21	CONVERSION PROJECT WORK NIGHT	23
12	THEORY REVIEW	28	ACCPAC SIMPLY ACCOUNTING REVIEW	30
13	IN-CLASS ACCPAC FINAL	DECEMBER 5	IN-CLASS ACCPAC FINAL	7
14	FINAL THEORY EXAM	12		
15	MARKS POSTED C411	19		