

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

**OA 1311 - COMPUTERIZED BOOKKEEPING I**

**TEXT/MATERIALS:**      Learning Simply Accounting For Windows; McLachlin and Godier; Norbry Publishing Ltd., 1994.

Introductory College Accounting; Kaluza; McGraw-Hill Ryerson, 1992.

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 with subsidiary ledgers.

<b>GRADING:</b>	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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