

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION

OA 1312 BOOKKEEPING SYSTEMS

COURSE OUTLINE
FALL 1996

TEXT/MATERIALS: Learning Simply Accounting 3.0 For Windows: McLachlin and Godier, 1995.

Four 3½" High Density Disks, Pencil, Calculator

PREREQUISITES: None

COURSE DESCRIPTION: Focuses on the accounting cycle and double entry accounting system. Computerized accounting applications include: 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.

EVALUATION:

Theory quiz	10%
Assignments	20%
In-class Simply projects	
Chapter 4	10%
Chapter 5	20%
Pete's Propane	20%
Final quiz/project	20%