

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
FALL, 1991

OA 131 - BOOKKEEPING

TEXT: Accounting: An Introduction; Vic D'Amico and Jane Magnan, Copp Clark Pitman Publishers, 1991.

PREREQUISITES: None.

COURSE DESCRIPTION: Focuses on the basic principles of the double entry system used in the accounting cycle. Includes preparation and analysis of financial statements, closing entries, banking activities, systems for controlling cash, and payroll records.

COURSE OBJECTIVES: To prepare students for bookkeeping duties involving the preparation of journals, general ledgers and sub-ledgers.

GRADING:

Projects:	
(three, @ 20% each)	60%
Exams:	
(one mid-term, one final @ 20% each)	40%

Grades will be assigned on a percentage basis, and converted to a GPA.