

GRANDE PRAIRIE REGIONAL COLLEGE
Department of Office Administration
Course Outline

OA 1330 - BOOKKEEPING SYSTEMS

- INSTRUCTOR:** Donna Friesen
- OFFICE:** C419
- PHONE:** 539-2788
- MATERIALS REQUIRED:** Text: Accounting: An Introduction; D'Amico & Magnan
Copp Clark, 1991.
- Teach Yourself Accpac Bedford; Purbhoo & Purbhoo; Addison-
Wesley, 1991.
- Calculator.
Two 3 1/2" High density disks.
- PREREQUISITE:** OA 1310
- COURSE DESCRIPTION:** Applies the basic bookkeeping skills to practical use in the office. Emphasis on computer bookkeeping.
- COURSE OBJECTIVES:**
1. To reinforce, expand, and apply accounting knowledge by solving realistic problems using techniques and systems currently employed in the local business community.
 2. To provide a series of practical problem-solving experiences.
 3. To develop personal characteristics and traits necessary for success in business and everyday life.
 4. To provide an atmosphere in which students are encouraged to accept a greater share of responsibility for their own progress.
 5. To develop a degree of competency in the use of various modern accounting systems.

EVALUATION:	Assignments	60%
	Mid-term Exam #1:	10%
	Mid-term Exam #2:	10%
	Final Exam:	<u>20%</u>
		100%

FINAL GRADE: Conversion from percentages to stanines as follows:

90 - 100%	9	
80 - 89%	8	Excellent
72 - 79%	7	
65 - 71%	6	Good
57 - 64%	5	
50 - 56%	4	Pass
45 - 49%	3	Fail
26 - 44%	2	
0 - 25%	1	

COURSE CONTENT:

<u>Topics</u>	<u>Time Allotment (in weeks)</u>	<u>Text Chapters</u>
<u>D'Amico Textbook:</u>		
Accounting for a Merchandise Business	2	14
Completing the Cycle for a Merchandise Business	1	15
Special Journals	1	16
Subsidiary Ledgers	1	17
<u>Purbhoo Textbook:</u>		
Introduction to Bedford Accounting	1	
Pilot Plumbing	1	
Carousel Cafe	1	
Wallstreet Wizard	1	
Celine's Cleaners	1	
Classic Clothes	1	
Artistic Interiors	3	

ASSIGNMENT POLICY: Assignments will be due at the beginning of class on the due date. Late assignments will be penalized 25% per day.

ATTENDANCE POLICY: Students are expected to attend all classes on a regular basis.