

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1330 - BOOKKEEPING SYSTEMS

TEXTS: Introductory College Accounting with Microcomputer Applications; Kaluza, Henry. McGraw Hill-Ryerson, 1992.

Teach Yourself ACCPAC Bedford; Purbhoo and Purbhoo; Addison Wesley, 1991.

Lotus 1-2-3 Guide; Smart, Karen. Copp Clark Pitman, 1992

ACCPAC Plus 6.0 6.1; Moffatt, Joni D.; Copp Clark-Pitman, 1993

- 3 1/2" H.D. Diskette
- Calculator

PREREQUISITE: OA1310

COURSE DESCRIPTION: Continues to focus the basic principles of bookkeeping with emphasis on their practical use in the office through application of advanced features of ACCPAC Simply Accounting Computerized Accounting Package (Bedford), ACCPAC Plus General Ledger Computerized Accounting Package, and LOTUS 1-2-3.

COURSE OBJECTIVES: To prepare students for bookkeeping duties involving computerized accounting applications in general and subsidiary ledgers, cash and banking, adjustments, job costing using dedicated accounting packages and electronic spreadsheets.

GRADING:	PACIFIC CHALET CONVERSION PROJECT	30
	ACCPAC PLUS PROJECT	30
	LOTUS 1-2-3 FINAL EXAM	40

NB: Projects are due at the beginning of the class. No late assignments will be accepted.

January 5	Course Outline
January 6-14	Melody Music (Review of G/L, A/P, A/R, Inventory, and Introduction to Job Cost)
January 17-28	Artistic Interiors (Conversion from Manual to Computerized Accounting System in Bedford) ASSIGN: PACIFIC CHALET PROJECT DUE: FEBRUARY 12
January 31 - February 2	Careful Carpenters (Adjusting Entries)
February 3-18	ACCPAC Plus General Ledger Accounting ASSIGN: ACCPAC PROJECT DUE: MARCH 13
February 22-26	Winter Break
February 28 - APRIL 7	LOTUS 1-2-3 ASSIGN: LOTUS FINAL PRACTICAL EXAM, APRIL 8 - APRIL 14 AND FINAL EXAM WEEK - TOTAL 8 HOURS