

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE
FALL-1994 W 95

OA 1331 A/B - BOOKKEEPING

TEXT/MATERIALS: Teach Yourself ACCPAC Bedford; Purbhoo and Purbhoo;
Addison Wesley, 1991

3 1/2" H.D. Diskette

PREREQUISITES: None.

**COURSE
DESCRIPTION:**

Focuses on the basic principles of the double entry system used in the accounting cycle. Includes computerized accounting applications to cover: General Journal, Accounts Payable, Accounts Receivable, Payroll, Inventory and Job Cost (time permitting).

**COURSE
OBJECTIVES:**

To prepare students for bookkeeping duties involving computerized accounting applications in general and subsidiary ledgers.

GRADING:

Theory Exam I	20
In Class Bedford Exam I	10
In Class Bedford Exam II	10
In Class Bedford Exam III	20
In Class Bedford Exam IV	20
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	100%

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