



# Grande Prairie Regional College

**School of Health, Wellness and Career Studies**

**Department: Office Administration**

## COURSE OUTLINE – WINTER 2011

### OA 1430 - Simply Accounting - 3 (0-0-3)

<b>Instructor</b>	Loren Jacula	<b>Phone</b>	780 539 2205
<b>Office</b>	C203	<b>E-mail</b>	ljacula@gprc.ab.ca
<b>Office Hours</b>	M W F 1:00 – 2:20	<b>Class</b>	M W F 1:00 – 2:20 Room A305

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#### **Prerequisite(s)/corequisite(s):**

OA1310/OA2410 or permission of Instructor

#### **Required Text/Resource Materials:**

Using Simply Accounting 2009 Basic and Pro Versions For Windows, Purbhoo, Addison Wesley.

#### **Description:**

This course is an introduction to ACCPAC Simply Accounting using the simulation approach. The course takes the student through the basics of manual double entry bookkeeping and then through the conversion from a manual to a computerized bookkeeping system. The ACCPAC accounting applications include: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and System Conversion.

#### **Credit/Contact Hours:**

3 Credits

75 Hours

#### **Delivery Mode(s):**

This course is an introduction to ACCPAC Simply Accounting, using the simulation approach. Debits and Credits will be taught using Computer Based Instruction.

**Objectives:**

The course takes students through the basics of manual double entry bookkeeping, using Simply Accounting, and creating a company's books. Time permitting the following modules will be covered: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory, Setting up a Company's Books.

**Grading Criteria/Schedule:**

Chapter Assignments	30%
Week 1 – 2      Journal Entries	10%
Weeks 5 – 8      Exam 1 (Missoni, Chai, Air Care)	30%
Weeks 9 – 12    Exam 2 (Helena's, Adrienne, Andersson)	30%

Grades will be assigned on the Letter Grading System.

**Office Administration Department****Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Plagiarism:**

Anyone handing in other student's work as their own will be removed from the course.