



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA1430 SIMPLY ACCOUNTING – 3 (0-0-5) 75 HOURS

INSTRUCTOR: Doris Hoveland **PHONE:** 780.539.2205
OFFICE: C209 **E-MAIL:** dhoveland@gprc.ab.ca

OFFICE HOURS: M W F 8:00-9:00 or by appointment

PREREQUISITE(S)/COREQUISITE:

OA1310

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, M. (2013). *Using Sage Simply Accounting 2012*. Toronto: Pearson Canada.

CALENDAR DESCRIPTION:

This is an introduction to Simply Accounting, an integrated accounting software program designed for the needs of small business. Students will complete practical applications involving basic to advanced concepts in the general journal, accounts payable, accounts receivable, payroll, inventory, budget and bank reconciliation modules.

CREDIT/CONTACT HOURS:

3 Credits / 75 Hours

DELIVERY MODE(S):

Lab

OBJECTIVES:

The course takes students through the basics of computerized bookkeeping using Simply Accounting. The following modules will be covered: General Ledger, Accounts Payable, Accounts Receivable, Payroll and Inventory.

GRADING CRITERIA:

Job Success Skills	10%
Chapter Assignments	30%
Exam 1	30%
Exam 2	30%

Assignments are due at the beginning of class. Late assignments will be assessed a penalty of 10% per day. Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be handed in before the end of the course.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Job Success Skills:

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work and professionalism, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks for each occurrence.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.