



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2012

OA 1430 – SIMPLY ACCOUNTING – 3 (0-0-3)

INSTRUCTOR: Garth Finlay **PHONE:** 780.532.2988
OFFICE: C209 **E-MAIL:** gfinlay@gprc.ab.ca

Mon. 2:30 – 4:00 **TEXT:** 780.897.0306
OFFICE HOURS: Fri. 10:00 – 11:30
or by appointment

PREREQUISITE(S)/COREQUISITE:

OA 1310/OA 2410 or permission of instructor

REQUIRED TEXT/RESOURCE MATERIALS:

Using Simply Accounting by Sage Premium 2010, Purbhoo, Addison Wesley.

CALENDAR 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 MODES:

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 and SCHEDULE:

Chapter Assignments (Ongoing)	20%
Accounting Process (Weeks 1-2)	10%
Exam 1 (Week 8)	30%
Exam 2 (Week 12)	30%
Job Success Skills (Ongoing)	10%

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

JOB SUCCESS SKILLS

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, 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 each occurrence.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area each occurrence.

LATE ASSIGNMENTS

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the original deadline** and a new deadline will be arranged for this exception only.

****Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be made up before the end of the course.****

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/ ******