



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – Winter 2008

OA 2430 - ACCPAC Simply Accounting 7.0, B3 3 (0-0-5)

Instructor	Evans Forsyth	Phone	Office 539-2009
Office	C415		Residence 532-1031
Office Hours	Tu, Th 11.30 – 1:00	E-mail	forsyth@gprc.ab.ca

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Using Simply Accounting 2006 Pro and Basic 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 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.

Transferability:

Transferability is negotiated on a case-by-case basis with the receiving institution.

Grading Criteria:

Chapter Assignments, Short Quizzes	32%
Midterm Quiz	25%
Final Exam	43%

Grades will be assigned on the Letter Grading System.

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Grading Conversion Chart

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

Course Schedule/Timeline:

Subject to Change and Time Permitting

<u>Dates</u>	<u>Days</u>	<u>Topics</u>	<u>Materials</u>
Jan 4 to 14	5	Debits & Credits, Short Quiz	CBI, Work Sheets
Jan 16 to 23	4	Journal Entries, Short Quiz	Work Sheets
Jan 25 to 30	3	GST, PST, Short Quiz	Ch 2, Work Sheets
Feb 1 to 8	4	General Journal	Ch 3
Feb 11 to 15	3	Setting Up Books	Ch 4
Feb 25 to Mar 3	4	Accounts Payable	Ch 5
Mar 5 to 10	3	Accounts Receivable	Ch 6
Mar 12 to 14	2	Review and Midterm	CBI & Ch 2 to 6
Mar 17 to 26	4	Advanced A/P & A/R	Ch 7
Mar 28 to Apr 2	3	Advanced A/P & A/R	Ch 8
Apr 4	1	Review Dr & Cr	All
Apr 7 to 11	3	Review Simply	All

Examinations:

Midterm Exam, approximately March 14th.

Final, during Final Exam period.

Plagiarism:

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

Course Specific Classroom Rules:

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it,

telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities - College Calendar.

Policy on Cell Phones and Other Personal Electronic Devices
Department of Administrative Technology

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.