



# Grande Prairie Regional College

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

**Department: Office Administration**

## COURSE OUTLINE – FALL 2011

### OA 2430 - Simply Accounting 2010 3 (0-0-3)

<b>Instructor</b>	Loren Jacula, BComm, MTD	<b>Phone</b>	780.539.2205
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<b>Office Hours</b>	T W Th 10:00 – 11:20	<b>Class</b>	M W F 8:30 – 9:50 Room A305

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

None

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

Using Simply Accounting 2010 Premium, Purbhoo, Addison Wesley.

#### **Description:**

This course is an introduction to 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 Journal, Accounts Payable, Accounts Receivable, Payroll, Inventory and Orders, Quotes and Deposits.

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

3 Credits

75 Hours

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

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

## **Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
1 & 2	Manual Transactions	
3	Taxes	Chapter 2
4 & 5	General Journal	Chapter 3
6 & 7	Accounts Payable	Chapter 5
8 & 9	Accounts Receivable	Chapter 6
10 & 11	Payroll	Chapter 8
12 & 13	Inventory	Chapter 10
14 & 15	Orders, Quotes and Deposits	Chapter 11

## **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 Journal, Accounts Payable, Accounts Receivable, Payroll, Inventory and Orders, Quotes and Deposits.

## **Transferability:**

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

## **Grading Criteria:**

Chapter Assignments	30%	(6 * 5%)
Midterm	35%	
Final Exam	35%	

## **Policy on Cell Phones and Other Personal Electronic Devices:**

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.

**Grades will be assigned on the Letter Grading System:**

**Office Administration Department  
Grading Conversion Chart**

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