Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 2430 - Simply Accounting 2006 3 (0-0-3)

M 10:00 – 11:20 Room A301

W F 11:30 – 12:50 Room A307

Instructor	Loren Jacula	**Phone**	780 539 2205
Office	C220	**E-mail**	ljacula@gprc.ab.ca
Office Hours	M T Th 1:00 – 2:20		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Using Simply Accounting 2006 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.

Transferability:

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

Grading Criteria:

Chapter Assignments	25%	Final	30%
Midterm	30%	Participation/Professionalism	15%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

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

Plagiarism:

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

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. *Attendance is required and will be taken at each class. If you are ill, please call your instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)*

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.

Winter 2007