



Grande Prairie Regional College

School of Business

Department: Office Administration

COURSE OUTLINE – WINTER 2009

OA 2430 - Simply Accounting 2007 3 (0-0-3)

M W F 10:00 – 11:20 Room A312

Instructor	Loren Jacula	Phone	780 539 2205
Office	C203	E-mail	ljacula@gprc.ab.ca
Office Hours	M W F 11:30 – 12:50		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Using Simply Accounting 2007 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.

Grading Criteria/Schedule:

Chapter Assignments	20%
Weeks 1 – 4 Journal Entries	20%
Weeks 5 – 8 Exam 1 (Missoni, Chai, Air Care)	30%
Weeks 9 – 12 Exam 2 (Helena's, Adrienne, Andersson)	30%

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.