



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 2440 3 (0-0-5) – ACCPAC for Windows, QuickBooks Pro and Simply Accounting Advanced Features

Instructor Loren Jacula
Office C220
Office Hours M T Th 1:00 – 2:20

Phone 539-2205
E-mail LJACULA@GPRC.AB.CA
Class M 11:30 – 12:50 Room A312
W F 10:00 – 11:20 Room A312

Prerequisite(s)/corequisite(s):

OA 2410 and OA 2430 or equivalents or consent of instructor

Required Text/Resource Materials:

Intuit Quickbooks Pro 2005 Learning Guide for Students.

Using Simply Accounting, Purbhoo 2006, Pearson Education Canada.

Description: This course is an introduction to ACCPAC for Windows and Quickbooks Pro and a continuation of Simply Accounting using the simulation approach, with simulated source documents. This course takes students through the process of conversion from a manual system, setting up company files, transaction processing and period-end processing. Concepts in applications include general ledger, accounts payable, accounts receivable, report generation, customizing for retail, GST set up, inventory and payroll.

Credit/Contact Hours: This is a 3 credit course with 5 lab hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class and participate in the

lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

Objectives: Students will process business transactions, process month-end and year-end reports and complete a conversion of manual financial records to computerized records.

Grading Criteria:

ACCPAC Assignment	10%	Quickbooks Assignments	40%
Simply Projects	40%	Participation/Professionalism	10%

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

Tentative Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1 – 5	Simply Accounting	From Instructor
6 – 10	Quickbooks	From Instructor
11 – 13	ACCPAC	From Instructor

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see page 47 of the College Calendar for plagiarism, cheating and penalties.