



Grande Prairie Regional College
Department of Office Administration
Division of Health Wellness and Career Studies

COURSE OUTLINE – WINTER 2013

Computerized Bookkeeping III

OA2440 SS (0 – 0 – 3)

M W 8:30 – 10:00

A312

Instructor	Sharron Barr	Phone	780 – 539 – 2979 780 – 897 – 6676 (cell – text) 780 – 532 – 9236 (home)
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Office Hours	Please call and e-mail and contact me directly anytime for help		

Contact me at the times listed or anytime after hours on my cell or home phone.

Prerequisite(s)/co requisite(s):

OA1310, OA1320 and OA2430 or permission of instructor

Required Text/Resource Materials:

Heaney, *Using Sage ACCPAC 500 ERP Version 5.6*, Pearson Canada

Description:

This is a comprehensive course teaching accounting concepts in a software environment. Students will learn why you perform a particular task, be shown how to perform the task and understand what the task affected. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts needed to understand why and how transaction posting impact financial data. Student will use ACCPAC 500 ERP Version 5.6 to go through step-by-step basic to complex tasks for service and merchandising businesses.

Credit/Contact Hours: 3 (0-0-5)

Delivery Mode(s): This is a practical hands-on course that will involve the students that is lecture / demonstration and lab taught.

Grading Criteria: (As per Course Outline Policy - Instructors must disclose methods used to convert course work into final grades.)

Course work will be weighted as follows:

ACC PAC

ACCPAC 500 ERP VERSION 5.5	CR
* Lesson 1: System Manager	
GENERAL LEDGER	
* Lesson 2: G/L Set-up	3%
* Lesson 3: Chart of Accounts	3%
* Lesson 4: Opening Balances	3%
* Lesson 5: Budget Sets	3%
* Lesson 6: Daily Transactions	3%
* Lesson 7: Displaying Account Transactions	3%
* Lesson 8: Period Processing	na
* Lesson 9: Statement Designer	3%
ACCOUNTS PAYABLE	
* Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services	3%
* Lesson 11: Accounts Payable Set-up	3%
* Lesson 12: Vendor Maintenance	3%
* Lesson 13: Opening Balances and Current Year Transactions	3%
* Lesson 14: Adjustments	3%
* Lesson 15: Payment Entry	3%
* Lesson 16: Accounts Payable Periodic Processing	na
ACCOUNTS RECEIVABLE	
* Lesson 17: Accounts Receivable Set-up	3%
* Lesson 18: Customer Maintenance	3%
* Lesson 19: Opening Balances and Current Year Transactions	3%
* Lesson 20: Adjustment Processing	3%
* Lesson 21: Receipt Processing	3%
* Lesson22: Period Batch Processing	3%
* Lesson 23 Period Processing	3%
* Lesson 24: Year-End Processing	na

Challenge Exercise Lessons 1 – 24	30%
Caseware Fundamentals and Payroll Fundamentals Application	10%
TOTAL	100.00%

Grades will be assigned on the Letter Grading System.

**Office Administration
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:

Note: Assigned work is due 3 p.m. on the date listed.

ACC PAC 5.5

Lesson	Due:
ACCPAC 500 ERP VERSION 5.5	January 6
☀ Lesson 1: System Manager	
GENERAL LEDGER	January 13
☀ Lesson 2: G/L Set-up	
☀ Lesson 3: Chart of Accounts	

☀ Lesson 4: Opening Balances	
☀ Lesson 5: Budget Sets	
☀ Lesson 6: Daily Transactions	
☀ Lesson 7: Displaying Account Transactions	
☀ Lesson 8: Period Processing	Na
☀ Lesson 9: Statement Designer	na
ACCOUNTS PAYABLE	
☀ Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services	January 20
☀ Lesson 11: Accounts Payable Set-up	
☀ Lesson 12: Vendor Maintenance	
☀ Lesson 13: Opening Balances and Current Year Transactions	
☀ Lesson 14: Adjustments	January 27
☀ Lesson 15: Payment Entry	
☀ Lesson 16: Accounts Payable Periodic Processing	na
ACCOUNTS RECEIVABLE	
☀ Lesson 17: Accounts Receivable Set-up	February 3
☀ Lesson 18: Customer Maintenance	
☀ Lesson 19: Opening Balances and Current Year Transactions	
☀ Lesson 20: Adjustment Processing	February 17
☀ Lesson 21: Receipt Processing	
☀ Lesson 22: Period Batch Processing	
☀ Lesson 23 Period Processing	
☀ Lesson 24: Year-End Processing	na
ACCPAC Challenge Exercise Project	March 30
CASEWARE Fundamentals April 3 – 14 (Time Permitting)	tba

Examinations: This course does not have a final exam component. Schedule time will be set in final exam week to complete the projects assigned

Cell Phone Policy:

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 AND IPODS **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.

Other Media

Because the timelines in this course are very challenging students are discouraged from spending any class time on Face Book or other media that will distract from the course work and use valuable class time.