

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION  
COURSE OUTLINE  
FALL 1992

OA 1310 - BOOKKEEPING

**TEXT/MATERIALS:** Accounting: An Introduction; Vic D'Amico and Jane Magnan,  
Copp Clark Pitman Publishers, 1991.

Working papers to accompany text.

Calculator.

**PREREQUISITES:** None.

**COURSE DESCRIPTION:** Focuses on the basic principles of the double entry system used in the accounting cycle. Includes preparation and analysis of financial statements, closing entries, banking activities, systems of controlling cash, and payroll records.

**COURSE OBJECTIVES:** To prepare students for bookkeeping duties involving the preparation of journals, general ledgers and sub-ledgers.

**GRADING:**

Projects:	60%
(three @ 20% each)	
Exams:	40%
(one mid-term, one final @ 20% each)	

Grades will be assigned on a percentage basis, and converted to a GPA.