

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION

OA 2430 BOOKKEEPING SYSTEMS I

COURSE OUTLINE
FALL 1997

TEXT: Learning Simply Accounting 4.0 For Windows, Second Edition:
McLachlin and Godier. Norbry Publishing, 1995.

PREREQUISITES: None.

INSTRUCTOR: Evans Forsyth Room C415 539-2009
Home 532-1031

COURSE DESCRIPTION: Focuses on the accounting cycle and double entry accounting system. Computerized accounting applications include: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and System Conversion (manual to computerized).

COURSE OBJECTIVES: To prepare students for bookkeeping duties involving computerized accounting applications with subsidiary ledgers.

EVALUATION:

Theory		
All Chapters		21%
End of Chapter Exercises		
Chapter 0		5%
Chapter 1		5%
Chapter 2		5%
Chapter 6		5%
Chapter 10		5%
Chapter Work		
Chapter3		1%
Chapter7		1%
Chapter8		1%
Chapter9		1%
Review		
Chapter4		5%
Chapter5		5%
Final Project		
All Chapters		40%