

SEP 13 2000

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION  
COURSE OUTLINE  
FALL 2000

OA2430 ACCPAC Simply Accounting

- Instructor:** Evans Forsyth  
Office: C415  
Phone Number: Office 539-2009  
Home 532-1031  
E-Mail: forsyth@gprc.ab.ca
- Text:** Simply Accounting 7.0 For Windows, Purbhoo & Purbhoo, Addison Wesley
- Course Description:** This course is an introduction to ACCPAC Simply Accounting Version 7.0 using the simulation approach. The course takes the student through the basics of manual double entry bookkeeping, using Simply Accounting, and creating a company's books. The ACCPAC Simply Accounting applications covered are (time permitting):
- General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Payroll
  - Inventory
  - Reconciliation
  - Job Cost
  - Setting up a Company's Books
- Course Objectives:** To prepare students to use ACCPAC Simply Accounting 7.0 to complete bookkeeping duties as follows:
- Entering General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Inventory transactions.
  - Setting up a company's computer records including creating a ledger, data files, accounts receivable files, accounts payable files, employee files, and inventory files.
  - Entering month-year adjustments and completing year-end procedures.
- Grading:** Grades will be based primarily on the completeness and accuracy of work done in Simply Accounting. Weighting, subject to change, will be:
- Chapter Assignments 45%
  - Unit Quizzes (3) 45%
  - Informal Quizzes 10%

**Course Policy:**

Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but normally late assignments will not be accepted after they have been returned to other students.

If you miss an exam, there are no makes-ups. The missed exam percentage may be added onto the final exam.

Academic dishonesty - refer to page 19 of the College Calendar.