

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE
FALL 2001

SEP. 12 2001

OA 2430 ACCPAC Simply Accounting

Instructor:	Evans Forsyth Office: C415 Phone Number: Office 539-2009 Home 532-1031 E-Mail: forsyth@gprc.ab.ca
Text:	<u>Simply Accounting 7.0 For Windows</u> , Purbhoo & Purbhoo, Addison Wesley
Course Description:	<p>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):</p> <ul style="list-style-type: none">• General Ledger• Accounts Payable• Accounts Receivable• Payroll• Inventory• Setting up a Company's Books
Course Objectives:	<p>Prepare students to use ACCPAC Simply Accounting 7.0 to complete bookkeeping duties as follows:</p> <ul style="list-style-type: none">• 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 selected month-year end adjustments.
Grading:	<p>Grades will be based primarily on the completeness and accuracy of work done in Simply Accounting. Weighting, subject to change, will be</p> <ul style="list-style-type: none">• Chapter Assignments 45%• Unit Quizzes (3) 45%• Informal Quizzes 10%

Course Policies: Attendance is mandatory. If you are ill you must notify your instructor. More than 5 missed classes may result in a recommendation to be 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 at the beginning of class on the dates set by the instructor. Assignments may be handed in early, but late assignments will not be accepted after marked papers have been returned to other students.

If you miss an exam, there are no makes-ups. One missed exam mark may be taken from the next exam's.

Academic dishonesty - refer to page 37 of the College Calendar.