

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE - FALL 2004**

OA 2430 ACCPAC Simply Accounting

Instructor:

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Text:

Using Simply Accounting 2004 Basic and Pro Versions For Windows, Purbhoo, Addison Wesley

**Course
Description:**

This course is an introduction to ACCPAC Simply Accounting, using the simulation approach. The course takes students 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
- Setting up a Company's Books

**Course
Objectives:**

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 selected month-year end adjustments.

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 32%
- Unit Quizzes (2) 68%

Alpha Grade	Percentage Conversion	Instructors submit grades to the Registrar's office, which then converts them to a 4-point scale.
A+	90-100	
A	85-89	
A-	80-84	
B+	76-79	
B	73-75	
B-	70-72	
C+	67-69	
C	64-66	
C-	60-63	
D+	55-59	
D	50-54	
F	0-9	

COURSE SPECIFIC CLASSROOM RULES

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

Course Policies:

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities - College Calendar.