

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION

OA 2430 BOOKKEEPING SYSTEMS I

OCT 22 1998

COURSE OUTLINE  
WINTER 1998

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

PREREQUISITES: None, although an acquaintance with debits, credits, and  
journal entries would be helpful.

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, Projects, Inventory and System Conversion (manual to  
computerized).

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

EVALUATION:

<u>OA 2430 Part A</u>	Marks:
Theory	25%
Chapter Work	0%
End of Chapter Exercises	45%
Test #1	30%
Total Part A	100%
<u>OA 2430 Part B</u>	
Theory	13%
Chapter Work	60%
End of Chapter Exercises	0%
Payroll Project	27%
Total Part B	100%
<u>OA 2430 Part C</u>	
Theory	9%
Chapter Work	41%
End of Chapter Exercises	20%
Test #2	30%
Total Part C	100%
Total A, B, & C	<u>300%</u>