

Grande Prairie Regional College
Department of Administrative Technology
Course Outline
OA 2430A3/B3 ACCPAC Simply Accounting (3) (0-0-5)

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|----------------------------|---|
| Prerequisite: | None |
| Session Details: | Winter 2004 |
| Instructor: | Evans Forsyth Office: C415 Phone Number: Office: 539-2009 Home: 532-1031 E-mail: eforsyth@gprc.ab.ca |
| Text: | <u>Simply Accounting 7.0 For Windows</u> , Purbhoo & Purbhoo, Addison Wesley |
| Delivery Mode: | Lecture/ Lab |
| Course Description: | <p>This course is an introduction to ACCPAC Simply Accounting Version 7.0 using the stimulation approach. This 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:

Grades will be based primarily on the completeness and accuracy of work done in Simply Accounting. Weighting, subject to change, will be:

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|---------------------|-----|
| Chapter Assignments | 32% |
| Midterm | 30% |
| Final | 38% |
| QKQ | 0% |
| | 100 |
| | |

| 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 Policy:

Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2009). 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 at the beginning of class 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. Assignments are normally returned at the beginning of the next class.

If you miss the midterm exam you have one week to complete it. During this time the exam will not be taken up with the rest of the class. It is your responsibility to make the necessary arrangements to take the exam.

Please see the course webpage for additional information on missed assignments (<http://www.abn.gpab.net/oa2431/marks.htm>).

Academic dishonesty - refer to page 37 of the college calendar.