

GRANDE PRAIRIE REGIONAL COLLEGE
 OFFICE ADMINISTRATION
 OA 2430 Computerized Bookkeeping
 COURSE OUTLINE
 Fall 1999

OCT 08 1999

Grande Prairie
 Regional College

Instructor:	J. R. Boyle Office: C-214 Office Hours: Mon-Fri. 1:00 p.m. - 2:00 p.m., and by appointment. Phone # 539-2829
Text:	<u>Learning Simply Accounting For Windows</u> , Second Edition: McLahlin and Godier. Norbry Publishing, 1995. ☆In addition the Instructor may use other resources to supplement the above materials.
Course Description:	Focuses on the accounting cycle and double entry accounting system. Computerized accounting applications include: General Ledger, Account 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:	OA 2430 <u>Manual Bookkeeping</u> Chapter Work 20 % <u>Computerized Bookkeeping</u> Chapter Work Exercises 40 % End of Chapter Exercises 20 % Final Project 20 % Total 100%