

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE
WINTER 2000**

OA2430 ACCPAC Simply Accounting

- Instructor:** Trevor Thomas
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- Text:** Simply Accounting 7.0 A Simulation Approach, Barrand, Freedman, Norby Publication.
- Course Description:** 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 and then through the conversion from a manual to a computerized bookkeeping system. The ACCPAC Simply Accounting Version 7.0 applications used are:
- ◆ General Ledger
 - ◆ Accounts Payable
 - ◆ Accounts Receivable
 - ◆ Payroll
 - ◆ Inventory
 - ◆ Job Cost (Time Permitting)
 - ◆ System Conversion
- Course Objectives:** To 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 month-year adjustments and completing year-end procedures.

Grading:

Financial Accounting Inventory Theory Exam	10%
Chapter 1 - General Ledger - Storage Company	5%
Chapter 2 - Accounts Receivable - Bridal Dresses	5%
Chapter 3 - Accounts Payable - Network Computers	5%
General Ledger, Accounts Receivable, Accounts Payable - China Co.	10%
Chapter 7 - Payroll - Towels	10%
Chapter 8 - Inventory - Printers Company	5%
Chapter 9 - Inventory - Vets-4 Pets	10%
Chapter 10 - Period Ending Processing - Morris Co.	5%
Chapter 4-5 - Conversion	
OR	10%
Shirts and Ties - Conversion	
Chapter 13 - Weddings Company	20%

Course Policy: Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of 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 (15:30 p.m.) On the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.

If you miss an exam, there are no makes-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty - refer to page 19 of the College Calendar.

All assignments must be completed in order to complete the course.