

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION  
COURSE OUTLINE  
WINTER 1998

JAN 27 1998

S. Barr

**OA2440M3 - Computerized Accounting II**

**TEXT/MATERIALS:**

ACCPAC Plus 6.0/6.1 General Ledger; Moffat, Joni D. ; Copp Clark-Pitman, 1994

ACCPAC Plus 6.0/6.1 Accounts Payable; Moffat, Joni D.; Copp Clark-Pitman, 1994

ACCPAC Plus 6.0/6.1 Accounts Receivable, Moffat, Joni D; Copp Clark-Pitman, 1994

Microsoft Office 97, Introductory Concepts and Techniques; Cashman, Shelly and Vermaat, ITP, 1997

Integrated Applications Package (distributed in class)

Ten 3 1/2" High Density Diskette, Disk Holder, Pencil, Calculator

**TEXT/MATERIALS RECOMMENDED:** Introductory Accounting reference text

**PREREQUISITE:** OA2410 or equivalent; OA2430 or equivalent or permission of instructor

**CO-REQUISITE:** OA2420 or equivalent or permission of instructor

**COURSE DESCRIPTION:** Continues to focus on applying the basic principles of accounting with the emphasis on their practical use in the computerized office. Application of advanced features of ACCPAC (General Ledger, Accounts Payable, Accounts Receivable); ACCPAC Simply Accounting, and Microsoft Office Professional 97 (Excel, Access, Word, PowerPoint, and Outlook) will be mastered.

Practical applications integrating MS Office 97 internally and externally with other software programs the focus of the course material. Theory concepts that will be applied are:

the adjusting process, merchandising transactions, internal cash control, accounts and notes receivable, merchandise inventory, current liabilities and payroll, capital assets and intangibles, financial reports for partnerships and corporations, and job costing.

**COURSE OBJECTIVE:** To fully prepare students for work with accounting and professional software in the computerized office. See Appendix I

<b>EVALUATION:</b>	ACCPAC Plus General Ledger Project	5%
	ACCPAC Plus Accounts Payable Project	5%
	ACCPAC Plus Accounts Receivable Project	5%
	ACCPAC Plus Comprehensive Project	15%
	ACCPAC Simply Accounting Conversion Project	10%
	ACCESS 97 Projects 4 & 5 Assignments	5%
	PowerPoint 97 Projects 2 & 3 Assignments	5%
	MS Office 97 Integrations Assignments	10%
	Financial Accounting Applied Computerized Accounting Project	20%
	Final Exam	20%

**GRADING:** All grades are first recorded as percentages. After the final exam, the weighted averaged percentages will be converted to the College nine-point system.

Except for the adjustment of the raw grades of assignments or exams, grades are not changed. Moreover, the final grades are not determined with reference to any curve. As well, at any point the student may find out exactly where he/she stands.

**ASSIGNMENT POLICY:** All assignments must be completed in order to receive a final mark in this course.

## O.A2440 M3 Computerized Accounting II Course Outline Appendix I

## Learning Outcomes in Accordance with Canad Council's Employability Skills

Learning Outcome	Evidence for Portfolio Submission	C = the Skill is Learned in the Content P = the Skill is Practiced A = the Skill is Assessed	Assessment
Compose messages, memos, letter, and reports, correctly applying the fundamental principles of spelling, grammar, and punctuation	↻ printouts of assignments integrating MS Office Professional and other software	P A	assignments graded

Learning Outcome	Evidence for Portfolio Submission	C = the Skill is Learned in the Content P = the Skill is Practiced A = the Skill is Assessed	Assessment
<p>Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks.</p>	<p>HARD COPY AND ELECTRONIC PRESENTATION:            ⇒ ACCPAC Plus General Ledger Project            ⇒ ACCPAC Plus Accounts Payable Project            ⇒ ACCPAC Plus Accounts Receivable Project            ⇒ ACCPAC Plus Comprehensive Project            ⇒ ACCPAC Simply Accounting Conversion Project            ⇒ ACCESS 97 Projects 4 &amp; 5 Assignments            ⇒ PowerPoint 97 Projects 2 &amp; 3 Assignments            ⇒ MS Office 97 Integrations Assignments</p>	<p>C P A</p>	<p>All materials are graded and returned.</p>
<p>Transfer skills and knowledge of software, technology, and business systems from one situation to another.</p>	<p>⇒ Financial Accounting Applied Computerized Accounting Project            ⇒ Final Exam</p>		
<p>Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches.</p>	<p>ASSIGNMENTS REQUIRE COMPOSITION AND CREATION FROM ROUGH DRAFT OR PROBLEM STATED MATERIALS.</p>		
<p>Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.</p>	<p>ASSIGNMENTS MAY REQUIRE RESEARCH ACTIVITIES.</p>		
<p>Analyze and record a variety of business financial transactions.</p>			
<p>Apply computational skills to business-related tasks and assess the logic of the results.</p>			
<p>Achieve business standards for work efficiency and quality.</p>			
<p>Locate, select, evaluate, organize, and summarize information, using appropriate resources.</p>			

OA2440 M3 COMPUTERIZED ACCOUNTING II WINTER 1998 JANUARY SCHEDULE				
January 5	6	7	8	9
	Course Outline Access Project 4 In the Lab 1,2,3 Cases & Places 1, 2			
12	13	14	15	16
Access Project 4 Due Access Project 5 In the Lab 1, 2, 3 Cases & Places 1, 2				Project 5 Due
19	20	21	22	23
Integrations Linking an Excel Worksheet to a Word Document E11.1 - 1.9	Integrating Excel Worksheet Data in an Access Database A11.1 - 1.9	Merging an Access Database with a Word Document Integration Assignments Package & I1.1- I1.25 Apply Your Knowledge 1. In the Lab 1 Cases & Places 1,5,7		
26	27	28	29	30
				Integration Assignments Due