

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION  
COURSE OUTLINE  
WINTER 1999

S. Barr

OA2440M3 – COMPUTERIZED BOOKKEEPING II

- Text/Materials: MICROSOFT EXCEL 97, Advanced Concepts and Techniques. Shelley, Cashman, Vermaat, ITP, 1998
- Microsoft Office Excel 97 Financial Accounting Applications (distributed in class)
- Microsoft Office 97 Integration, Catapult, Microsoft Press, 1997.
- ACCPAC for Windows 3.0, A Simulated Approach. McLachlin, Paradis, Barr, Norby, 1998
- Introductory Accounting text (recommended for reference)
- 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 of accounting with the emphasis on their practical use in the computerized office.
- Applies the advanced features of MS Office 97 Professional with a particular emphasis on Excel 97 and introduces ACCPAC for Windows 3.0 (General Ledger, Accounts Receivable, Accounts Payable and Payroll).
- Financial theory concepts for adjusting, merchandise transactions, internal cash control, accounts and notes receivable, current liabilities, payroll, capital assets, intangibles, financial reports for corporations, and job costing will be applied using computerized accounting software and Excel 97.

Course Objective:	To fully prepare students for work with accounting and professional software in the computerized office. See Appendix I.												
Evaluation:	<table><tr><td>Excel 97 Projects 4 – 6 .....</td><td>15%</td></tr><tr><td>Integration Feature using Excel 97.....</td><td>5%</td></tr><tr><td>Microsoft Office 97 Integration - Review and Practice.....</td><td>10%</td></tr><tr><td>Excel 97 Financial Accounting Applications .....</td><td>20%</td></tr><tr><td>ACCPAC 3.0 for Windows .....</td><td>20%</td></tr><tr><td>Comprehensive Final Exam .....</td><td>30%</td></tr></table>	Excel 97 Projects 4 – 6 .....	15%	Integration Feature using Excel 97.....	5%	Microsoft Office 97 Integration - Review and Practice.....	10%	Excel 97 Financial Accounting Applications .....	20%	ACCPAC 3.0 for Windows .....	20%	Comprehensive Final Exam .....	30%
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Comprehensive Final Exam .....	30%												
Grading:	All grades are assigned as percentages. After the final exam, the weighted averaged percentages are converted to the nine-point grade point average.												
Assignment Policy:	All assignments must be completed in order to receive a final grade in this course.												

## Appendix I

Learning Outcomes in Accordance with  
Canada Council's Critical Employability Skills

Learning Outcome	Portfolio Submission	C – Skill Learned in Content P – Skill is Practiced A – Skill is Assessed	Assessment
Compose messages, memos, letters, and reports, correctly applying the fundamental principles of spelling grammar, and punctuation	Printouts of assignments produced using MS Office Professional 97	PA	Assignments graded
Select, apply, and adapt computer software tools such as word processing, spreadsheets, database, accounting, presentations, and desktop publishing, to business related tasks.	Hard Copy and Electronic Presentation of Assignments using MS Office Professional and ACCPAC 3.0 for Windows.	CPA	Assignments graded
Transfer skills and knowledge of software, technology, and business systems from one situation to another.	Hard Copy and Electronic Presentation of Assignments using MS Office Professional and ACCPAC 3.0 for Windows.	CPA	Assignments graded
Define, solve, problems, both independently and in teams, using a variety of creative problem-solving approaches.	Hard Copy and Electronic Presentation of Assignments using MS Office Professional and ACCPAC 3.0 for Windows.	CPA	Assignments graded
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	Assignments are coded and each student must establish and maintain and electronic records management system including a disk log	CPA	Assignments graded
Analyze and record a variety of business financial transactions.	Hard Copy and Electronic Presentation of Assignments using MS Office Professional and ACCPAC 3.0 for Windows.	CPA	Assignments graded
Apply computational skills to business-related tasks and assess the logic of results	Hard Copy and Electronic Presentation of Assignments using MS Office Professional and ACCPAC 3.0 for Windows.	CPA	Assignments graded
Achieve business standards for work efficiency and quality.	Timed examination assignments	CPA	Assignments graded