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

OA2440M ACCPAC 3.0 for Windows

Instructor: Sharron Barr
                    Office: B309A
                    Phone Number: 539-2979

Text: ACCPAC for Windows 3.0, Small Business Series, A Simulation
                    Approach, McLachlin, Paradis, Barr, Norby, 1999.

                    Recommended: Microsoft Office 97, Advanced Concepts and Techniques,
                    Shelly, Cashman, and Vermaat, ITP, 1998.

                    Introductory Financial Accounting Text.

Prerequisite: OA2410 or equivalent; OA2430 or equivalent or permission of instructor.

Co-requisite: OA2420 or equivalent or permission of the instructor.

**Course
Description:**   This course is an introduction to ACCPAC 3.0 for Windows using the
                    simulation approach, with simulated source documents. The course takes
                    the student through the process of conversion from a manual system,
                    setting up company files, and transaction processing, to period-end
                    processing. The ACCPAC 3.0 for Windows applications included are:

                    ♦ General Ledger
                    ♦ Accounts Payable
                    ♦ Accounts Receivable
                    ♦ Payroll

                    The course also applies the advanced concepts of Excel 97, Access 97, and
                    PowerPoint 97 to prepare business reports and financial statements
                    including:

                    ♦ Budgets
                    ♦ Published Financial Statements
                    ♦ Year end cash position
                    ♦ Forecasts
                    ♦ Comparative Income Statement and Balance Sheet
                    ♦ Consolidated Income Statement and Balance Sheet
                    ♦ Consolidated Statement of Retained Earnings
                    ♦ Notes with graphics
                    ♦ Business Presentations
                    ♦ Present Value and Future Value Data Tables

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

Evaluation:
ACCPAC 3.0 for Windows

Chapter 1	General Ledger Assignments	5%
Chapter 1	Challenge Case 1-1	5%
Chapter 2	Accounts Payable Assignments	5%
Chapter 2	Challenge Case 2-1	5%
Chapter 3	Accounts Payable Assignments	5%
Chapter 3	Challenge Case 3-1	5%
Chapter 4	Accounts Receivable Assignments	5%
Chapter 4	Challenge Case 4-1	5%
Chapter 5	Accounts Receivable Assignments	5%
Chapter 5	Challenge Case 5-1	5%
Chapter 6	Period-End/Year-End Processing	5%
Chapter 6	Challenge Case 6-1	5%
Payroll Exercises		10%
Advanced Microsoft Office 97 Project		30%

Grading:
All marks are assigned as percentages and, upon completion of the course, the weighted percentages are converted to the nine-point grade point scale.

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.

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

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