

ALEXANDRA GROSSET

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ACADEMIC COURSES COMPLETED OR CURRENTLY ENROLLED IN

BACC 243 Payroll Administration

Students will be introduced to the complexities of administering a payroll system. Students will gain an understanding of payroll records keeping and procedures by reading and analyzing relevant legislation and then applying it to practical real-life situations. Topics will include calculating gross earnings, maintaining payroll records, taxable benefits, statutory and other deductions, CRA payroll remittances, WorkSafeBC and employment standards. CIB (Canadian Institute of Bookkeeping) credit.

May 2014 – August 2014

Okanagan College

Second year (33 credits)

<https://www.gprc.ab.ca/programs/viewcatalog.7.169.1130.html> (Professional Bookkeeping Specialist Diploma program curriculum)

BA1120 Principles of Accounting (3)

This course provides further exploration of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

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BA2130 Cost Accounting I (3)

This course is the first of a two part, in-depth course examining the concepts of cost/managerial accounting. Major topics include the following: cost terminology, cost-volume-profit analysis, relevant costs and short-term decision making, responsibility accounting, activity-based costing, standard costing, variance analyses, product costing and cost flows.

January 2014 – April 2014

Grande Prairie Regional College

BA2160 Taxation (3)

This course is designed to provide students with an introduction to the basic concepts and procedures associated with the federal Canadian Income Tax system, structure of the Income Tax Act of Canada, and the application of rules and procedures surrounding the determination of tax liability. Although both individual and corporate taxpayers will be considered, the primary emphasis will be on taxation as related to individuals. Some attention will also be given to the concepts and procedures associated with the federal goods and services tax (GST).

January 2014 – April 2014

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OA2090 Internet Technology (3)

This course is designed to give students exposure to and a working knowledge of the Internet and its powerful research and interactive capabilities. Students will learn the most relevant internet concepts such as browser and search engine basics, how to get information from the web, email use, how to download programs and share files, how to extend browser capabilities and web security issues such as viruses, spyware, adware and hoaxes. This course will also explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, assignments and discussion of practical implications of these emerging fields and their application in the workplace. Upon completion, students should be able to articulate issues relating to these technologies.

January 2014 – April 2014

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OA2240 Work Experience (3)

This course provides the opportunity for students to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours work experience over one semester is required.

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OA2440 ACCPAC for Corporations (3)

This is a comprehensive course teaching accounting concepts in a software environment. Students will learn why they perform a particular task, be shown how to perform the task and understand what the task affected. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts needed to understand why and how transaction posting impacts financial data. Students will use ACCPAC 500 ERP Version 5.6 to go through step-by-step basic to complex tasks for service and merchandising businesses.

January 2014 – April 2014

Grande Prairie Regional College

OA2081 Comprehensive Records Management (3)

This course begins with the fundamentals of records management in a paper-based system, including a review of basic filing techniques. Filing and maintenance of automated, micro-image and electronic imaging records is presented in an easy-to-understand format. Students are introduced to current microcomputer

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hardware and software procedures and practices, and electronic filing methods, providing up-to-date information and skills in the day-to-day operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy Act and current copyright legislation. Finally, written assignments on Copyright and Disaster Recovery bring the course to a close.

OA2101 Professional Communications (3)

This course emphasizes job search techniques, attitude, nonverbal communication, listening skills, the role and function of meetings, employability skills, and the development of a positive career philosophy. Students will develop a Critical Employability Skills Portfolio and Electronic Portfolio. Students will also complete professional communication applications using Microsoft Outlook 2010 to compose, send, and respond to email messages, including attachments, to schedule meetings and appointments and maintain monthly calendars, to manage contact information and coordinate the data with email and scheduling functions, to use Outlook's Task feature to track information jobs, and to customize Outlook to meet individual information and management needs. And the student will gain a comprehensive use of PowerPoint professional presentation software including the production of an electronic employability skills portfolio.

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OA2110 Business Editing and Proofreading (1.5)

This course will hone and improve the proofreading and editing skills of the office administrator. Students will be taught how to recognize and correct common errors. Students will also learn how to edit documents so they are clear, concise, and complete. Special focus will be put on typically produced business documents: from correcting common keyboarding errors to formatting letters, memos, and reports.

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OA2250 Skill Building III (1.5)

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

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OA2271 Microsoft Excel Comprehensive (3)

This course teaches introductory through to expert level concepts and techniques of Microsoft Excel through lectures, demonstrations and hands-on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data.

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OA2430 QuickBooks for Small Businesses (3)

This is a comprehensive course teaching accounting concepts in a software environment. Students will learn why they perform a particular task, be shown how to perform the task and understand what the task affected. Students will use QuickBooks to go through step-by-step basic to complex tasks for service and merchandising businesses. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts.

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First year (42 credits)

<https://www.gprc.ab.ca/programs/viewcatalog.7.169.1127.html> (Bookkeeping Certificate program curriculum)

<https://www.gprc.ab.ca/programs/viewcatalog.7.169.1129.html> (Oil and Gas Certificate program curriculum)

<https://www.gprc.ab.ca/programs/viewcatalog.7.169.1126.html> (General Certificate program curriculum)

OA1040 Business Communications II (3)

This course applies the principles learned in OA1030 to the techniques of writing different types of letters, memos and short reports. It emphasizes oral communication, punctuation and proofreading skills. This course will help students learn to write and speak for communication "payback" results, with focus on purpose, audience, information, benefits, objections, and context.

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OA1080 Microsoft Word Core Level III (3)

This course focuses on core to expert level word processing skills necessary for the production of professional business documents including letters, memos, tables, reports, and manuscripts. Emphasis is on the use of Word. Students will complete Word core skills sets and move to expert Word skill sets.

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OA1150 Microsoft Access Core Level (1.5)

This course gives students a comprehensive understanding of databases and uses Access to create a broad range of applications including: creating tables, creating filters, sorting tables, relationships, designing data, sharing data with Excel, importing data, creating queries, working with large databases, calculated fields, and reports.

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OA1220 Administrative Procedures II (3)

This course focuses on procedures for handling electronic mail (Outlook) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook), Internet travel arrangements, and formal and informal meetings. Students will also study and research employment strategies, prepare a critical employability skills portfolio and resume, and participate in a simulated job interview.

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OA1232 Skill Building II (1.5)

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

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OA1240 Work Experience (3)

This course provides an opportunity for students to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experienced office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation.

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OA1320 Basic Bookkeeping II (3)

This course continues students along their career path as professional bookkeepers and introduces them to basic bookkeeping principles, procedures and concepts as applied to a merchandising business. Bookkeeping for merchandising activities, cash control concepts and reporting petty cash, sales and receivables, cost of goods sold, inventory, property, plant and equipment, natural resources, intangibles, current liabilities, long-term liabilities and payroll are covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned rather than memorized.

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OA1430 Simply Accounting for Small Business (3)

This is an introduction to Simply Accounting, an integrated accounting software program designed for the needs of small business. Students will complete practical applications involving basic to advanced concepts in the general journal, accounts payable, accounts receivable, payroll, inventory, budget and bank reconciliation modules.

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OA1030 Business Communications I (3)

This course will help students develop editing, proofreading and writing skills for effective business communications. Upon completing this course, students will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. Students will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

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OA1060 Microsoft Word Core Level I (3)

The focus of this course is on core level word processing skills necessary for the production of professional business documents including letters, memos, reports and envelopes. Skills covered include creating, printing and editing documents; formatting characters and using help; formatting paragraphs; formatting documents and sections; maintaining and printing documents; using word tools; manipulating tabs; manipulating text with and between documents; and formatting special features.

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OA1070 Microsoft Word Core Level II (3)

The focus of this course is on core level word processing skills necessary for the production of professional business documents including letters, memos, reports and envelopes. Skills covered include creating, printing and editing documents; formatting characters and using help; formatting paragraphs; formatting documents and sections; maintaining and printing documents; using word tools; manipulating tabs; manipulating text with and between documents; and formatting special features.

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OA1140 Microsoft Excel Core Level (1.5)

This course first introduces students to the Windows 7 operating system fundamentals, which will give them a solid working knowledge of electronic file management, file structure, system maintenance and security, hardware, and system accessories including: the Calculator, Windows Explorer, and Notepad. A basic business math module will emphasize a range of mathematical calculations used in business. Students will then use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, V-Lookup functions, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

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OA1210 Administrative Office Procedures I (3)

This course focuses on critical human relation skills, maintaining effective and efficient information systems (alphabetic, numeric, geographic and subject filing systems), telecommunications and office technology (telephone, fax), transcription, reprographics, administrative procedures and employment preparation.

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OA1231 Skill Building I (1.5)

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

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OA1310 Basic Bookkeeping I (3)

This course begins students on their career path as professional bookkeepers and introduces them to basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, including journals, ledgers and preparation of financial statements is covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned rather than memorized.

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OA2520 Petroleum Terminology for Field Operations (3)

This course provides students with an overview of oil patch activities, common terms, roles, industry professional and governmental organizations, and industry-related office procedures and processes. A lecture series presented by industry professionals will cover topics on how oil and gas is formed, found, developed, produced, refined, marketed, and accounted for. Field trips will be a component of this course.

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