



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2023

OA1440 QUICKBOOKS EC – 3 (3-0-1.5) 67.5 HOURS, 15 WEEKS

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

Instructor	Cara Leaf	Phone	780-539-2879 (office)
Office	C411	Email	cleaf@gprc.ab.ca
Office Hours	Tuesday & Thursday 10-00 11:30 or anytime by appointment		

CALENDAR DESCRIPTION:

This is a comprehensive course teaching accounting concepts in a software environment. 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. You will know QuickBooks and be able to use it in the workplace including advanced features such as year-end procedures, tracking time, payroll, job costing, integration with Excel and Outlook and other.

PREREQUISITE(S)/COREQUISITE: OA1310

REQUIRED TEXT/RESOURCE MATERIALS:

QuickBooks Online for Canada: Comprehensive, Academic Year 2022-2023

Susan Watkin

ISBN: 978-1-64061-365-2



DELIVERY MODE:

Online – This type of course will be offered online. There are no set class times and students attend asynchronously

COURSE OBJECTIVES:

1. Provide opportunities for students to think critically, develop good language and communications skills in the accounting environment,
2. Provide essential coverage of the app for employees, company owners, accountants, bookkeepers and others who wish to effectively use the software for small business accounting needs
3. Plan and create new company files, suppliers and customers,
4. Work with ledgers accounts,
5. Create, edit and review customer and vendor transactions
6. Manage banking with QuickBooks Online
7. Manage inventory: classes, physical inventory, estimates and time tracking,
8. Period end tasks and filing Sales tax, balance sheets accounts, budgets, closing the books and batch invoicing
9. Customizing and extending capabilities of QBO
10. Accept that unexpected problems will arise from the use of computer software and endeavor to resolve those problems in a professional manner.

LEARNING OUTCOMES:

After completing this course, you should be able to:

- Explain cloud accounting and the benefits of QuickBooks Online
- Explain the key differences between QuickBooks Desktop and QuickBooks Online
- Match which QuickBooks Online subscription is best for different business types
- Access the sample company
- Explain basic accounting concepts
- Create a new company file
- Customize the company settings
- Import external lists and transactions
- Manage users
- Add and categorize products and services
- Convert data from other accounting programs
- Integrate with Excel and Outlook
- Explain the difference between balance sheet and profit and loss ledger accounts
- Explain the difference between operating expenses and costs of goods sold
- Post other income and other expense transactions
- Prepare journal entries
- Set up property, plant, and equipment asset purchases
- Set up long-term liabilities
- Transfer funds between accounts
- Write off uncollectible receivables (bad debts)
- Set up customers and sub-customers
- Edit sales settings and preferences
- Job costing
- Create estimates, invoices, and sales receipts
- Review batch invoicing
- Receive payments and record bank deposits
- Create advanced customer transactions and reports
- Process credit and refunds
- Set up suppliers
- Edit expense settings and preferences
- Create expenses, cheques, and bills

- Create advanced supplier transactions and reports
 - Process credits, pay bills, and print cheques

 - Identifying Banking center features
 - Set up bank feeds and upload transactions
 - Set up bank rules and submit receipts
 - Review, match and add transactions
 - Reconcile bank and credit card accounts
 - Create reconciliation reports
 - Record one month of business transactions
 - Manage a company file

 - Distinguish between inventory and non-inventory products
 - Describe first-in, first-out inventory valuation
 - Set up, order, receive and sell products
 - Perform inventory adjustments
 - Create product-related reports

 - Complete a trial balance report
 - Create adjusting journal entries
 - Adjust inventory quantities
 - Create financial statements and management reports
- Close the books in QuickBooks Online

 - Customize reports
 - Save and send customized reports
 - Use the audit log for accountability
 - Export data without using reports
 - Use keyboard shortcuts and search for QuickBooks Online integrated apps

 - Set up payroll
 - Set up and pay employees
 - Create employee and payroll reports
 - Track and pay liabilities
 - Complete T4s

 - Demonstrate your understanding of concepts learned throughout this course
 - Set up a special event
 - Process transactions
 - Reconcile accounts
 - Manage inventory
 - Run payroll
 - Prepare financial statements

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.
 ** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

EVALUATION:

- Job Success Skills 5%
 - Initiative/trouble shooting
 - High quality work
- Concepts and Terminology Assignments 10%
- Apply Your Skills 30%
- Midterm 25%
- Final Project 30%

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor) Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

In order to receive credit for Business Administration and Office Administration first year courses, you must achieve **50 percent on the final examination or final project, and a course composite grade of at least D (50%)**.

STUDENT RESPONSIBILITIES:

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

Time Management:

The expectation for this course is that students read/review the text material prior to class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and exercises.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

**Note: all Academic and Administrative policies are available on the same page

TENTATIVE COURSE SCHEDULE:

Weeks	Chapter	Chapter Content
1		Course Overview
2	1	Getting Started with QuickBooks Online
3	2	Setting Up a New Company File
4	3	Working with General Ledger Accounts
5	4	Working with Customers
6	5	Working with Suppliers
7	6	Managing Banking
8	Winter Break – No Classes	
9	7	All in a Day's Work! Unit 1 Exam
10	8	Managing Inventory
11	9	Period-End Tasks and Filing Sales Taxes
12	10	Customizing and Extending Capabilities of QuickBooks Online
13	11 Appendix A Appendix B	Using Payroll in QuickBooks Online Introduction to QuickBooks Online Accountant Accounting Essentials
14-15	12	Bringing It All Together Final Project

This course has a final practical exam component. Grades will be assigned on the alpha grading system. **All assignments must be completed in order to receive credit in this course.**