



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – WINTER 2010

QuickBooks Pro Version

OA2430A2 3 (0 – 0 – 3)

M 4:00 p.m. – 7:00 p.m. A312

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	780 – 539 – 2979 780 – 897 – 6676 (cell – text) 780 – 532 – 9236 (home)
<b>Office</b>	A313B or E309	<b>E-mail</b>	sbarr@gprc.ab.ca
<b>Office Hours</b>	M-F 9:00 – 10:00 a.m.		

Contact me at the times listed or anytime after hours on my cell or home phone.

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#### **Prerequisite(s)/corequisite(s):**

OA1310, OA1320, OA1430 or permission of instructor

#### **Required Text/Resource Materials:**

Brunsdon, *Terri E. Learning QuickBooks Pro* . Pearson

#### **Description:**

This is a comprehensive course teaching accounting concepts in a software environment. Students will learn why you 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 impact financial data. Student will use QuickBooks Pro 2010 to go through step-by-step basic to complex tasks for service and merchandising businesses.

**Credit/Contact Hours:** 3 (0-0-3)

**Delivery Mode(s):** This is a practical hands-on course that will involve the students that is lecture / demonstration and lab taught.

## Objectives:

### QUICKBOOKS

The student will be able to use QuickBooks Pro 2007 to:

- ☞ **open, close, and back** up data files
- ☞ **customize** preferences, chart of accounts, printing, reports, and e-mail
- ☞ **post** back and complete journal entries then **print** financial statements
- ☞ **perform** accounting activities for a service based business using job costing
- ☞ **make adjustments**
- ☞ **work** with inventory to complete the entire accounting cycle activities for a company selling merchandise
- ☞ **create** a merchandising business from scratch
- ☞ **add** the Payroll ledger to a company data file
- ☞ **enter** Payroll Ledger settings
- ☞ **enter** Payroll Ledger linked accounts
- ☞ **define** payroll authorities
- ☞ **create** employee ledger records
- ☞ **enter** employee historical information
- ☞ **set up** taxes for income, benefits and deductions
- ☞ **prepare** payroll forms such as GST and Payroll Taxes submission form

**Grading Criteria:** (As per Course Outline Policy - Instructors must disclose methods used to convert course work into final grades.)

Course work will be weighted as follows:

QuickBooks Pro	CR
● Chapter 1 & 2 Preparation and Overview	CR
● TEK Business – Chapter 3	CR
● Astor Landscaping – Chapter 4	5%
● Astor Landscaping – Chapter 5	5%
● Astor Landscaping – Chapter 6	5%
● Astor Landscaping – Chapter 7 DO NOT DO	0%
● Comprehensive Exam (Project for a Service Based Business) Eragon Electrical Contracting	20%
● Baxter Garden Supply – Chapter 8	5%
● Baxter Garden Supply – Chapter 9	5%
● Baxter Garden Supply – Chapter 10	5%

● Baxter Garden Supply – Chapter 11 DO NOT DO	0%
● Comprehensive Exam (Project or a Merchandising Business) Olsen Office Furniture Project	25%
● Chapter 12 – Creating a New Company	25%
<b>TOTAL</b>	<b>100.00%</b>

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## **Course Schedule/Timeline:**

Note: Assigned work is due 3 p.m. on the date listed. Assignments are submitted on Friday to ensure they are marked and returned during class on the following Monday.

<b><u>Dates</u></b>	<b><u>Topic</u></b>	<b><u>Due Date</u></b>
Week 1	QuickBooks Chapters 1 - 2	Do together
Week 2	QuickBooks Chapter 3	Due: Sept 17
Week 3	QuickBooks Chapter 4	Due: Sept 24
Week 4	QuickBooks Chapter 5	Due: Oct 01
Week 5	QuickBooks Chapter 6	Due: Oct 08
Week 6	QuickBooks Comprehensive Exam 1	Due: Oct 22
Week 7	QuickBooks Chapter 8	Due: Oct 29
Week 8	QuickBooks Chapter 9	Due: Nov 5
Week 9	QuickBooks Chapter 10 Quick Books Comprehensive Exam 2 (overview and assigned)	Due: Nov 10 (Wednesday)
Week 10	WORK WEEK Comprehensive Exam 2	Due: Nov 26
Week 11	Chapter 12 QuickBooks – Creating a New Company Using Source Documents	
Week 12 - 15	New Company Set – up and Reports	Due: Dec 14 (Tuesday)

**Examinations:** This course does not have a final exam component. Schedule time will be set in final exam week to complete the projects assigned

### **Cell Phone Policy:**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. Cell phones, PDA's and pagers AND IPODS **must be turned off and placed out of sight in classrooms and computer labs during instructional time.** Devices can only be turned on and set to silent mode with the expressed consent of individual instructors.

Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

### **Other Media**

Because the timelines in this course are very challenging students are discouraged from spending any class time on Face Book or other media that will distract from the course work and use valuable class time.