



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA2430 COMPUTERIZED BOOKKEEPING II – 3 (0-0-3) 45 HOURS

INSTRUCTOR: Doris Hoveland **PHONE:** 780.539.2205
OFFICE: C209 **E-MAIL:** dhoveland@gprc.ab.ca

OFFICE HOURS: Monday 11:30-1:00 & Thursday 10:00-11:30 or by appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Heaney, C. (2012). *Using Quickbooks Premier 2012 for Windows*. Toronto: Pearson Canada.

CALENDAR 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 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.

CREDIT/CONTACT HOURS: 3 Credits / 45 Hours

DELIVERY MODE(S): Lecture / Lab

OBJECTIVES:

The student will be able to use Quickbooks to:

1. Open, save and back up data files
2. Customize preferences and create a chart of accounts
3. Modify and print financial reports
4. Enter, edit and review journal entries
5. Create new customer and vendor records
6. Enter, edit and review customer and vendor transactions
7. Set up new company files
8. Process payroll and inventory transactions

GRADING CRITERIA:

Chapter	Company Name	Topic	Marks
2	Chelsea's Chocolates	Cash Transactions	5%
3	Bob's Bookroom	General Journal Transactions	5%
4	River Run	Creating a New Company	10%
5	Just a Buck	Vendor Transactions	5%
6	Malin's Makeovers	Customer Transactions	5%
7	Terrific Tours	Discounts, Estimates & Orders	5%
8	Curly's Cabinets	Banking, Taxes & Credit Cards	5%
9	Darya's Dance Studio	Company Setup	20%
10	Scott's Total Concept	Payroll Transactions	15%
11	Sparkles	Inventory Transactions	15%
13	Melodic Music Centre	Practice Application	10%

This course does not have a final exam component. Late assignments will result in a grade of 0 unless prior arrangements have been made with your instructor. Grades will be assigned on the alpha grading system.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

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.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Class	Activity	Assignment Due Date
Sep 10	Chapter 2	4:00 pm, September 17, 2012
Sep 17	Chapter 3	4:00 pm, September 24, 2012
Sep 24	Chapter 4	4:00 pm, October 1, 2012
Oct 1	Chapter 5	4:00 pm, October 15, 2012
Oct 8	Statutory Holiday - No Classes	
Oct 15	Chapter 6	4:00 pm, October 22, 2012
Oct 22	Chapter 7	4:00 pm, October 29, 2012
Oct 29	Chapter 8	4:00 pm, November 5, 2012
Nov 5	Chapter 9	4:00 pm, November 19, 2012
Nov 12	Fall Break - No Classes	
Nov 19	Chapter 10	4:00 pm, November 26, 2012
Nov 26	Chapter 11	4:00 pm, December 3, 2012
Dec 3	Chapter 13	4:00 pm, December 10, 2012
Dec 10	Review	