



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2013

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

MONDAY 4 – 7 p.m. Room TBA

Instructor	Sharron Barr	Phone	780 – 897 – 6676 (Blackberry) 780 – 532 -9236 (Home) Please call or text me anytime
Office	C203 or A313B	E-mail	sbarr@gprc.ab.ca
Office Hours	M – F 9 – 10 a.m.		

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Heaney, C. (2012). *Using Quickbooks Premier 2013 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	15%
10	Scott's Total Concept	Payroll Transactions	10%
11	Sparkles	Inventory Transactions	10%
13	Melodic Music Centre	Practice Application	10%
16	Final Exam	Comprehensive Exercise Chapters 2 - 6	15%
		TOTAL	100%

This course has a final practical 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. **All assignments must be completed in order to receive credit in this course.**

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	Due
September 9	Introduction to QuickBooks Sales Taxes General Journal Transaction Analysis Review <i>Chapter 2 Chelsea's Chocolates Cash Transactions and Reports Overview</i> Lab Time Read Chapter 3 Bob's Bookroom	Monday September 16
September 16	General Journal Transactions Analysis <i>Chapter 3 Bob's Bookroom General Journal and Reports Overview</i> Lab Time	Monday September 23
September 23	Creating a New Company <i>Chapter 4 River Run Creating and New Company and Reports Overview</i> Lab Time	Monday September 30
September 30	Accounts Payable and Purchases Source Documents and Transaction Overview <i>Chapter 5 Just a Buck Vendor Transactions</i> Lab Time	Monday October 7
October 7	Accounts Receivable and Sales Source Documents and Transaction Overview <i>Chapter 6 Malin's Makeovers Customer Transactions</i>	Tuesday October 15

Class	Activity	Due
October 14		
October 21	Overview of discounts, estimates, sales orders and purchase orders <i>Chapter 7 Terrific Tours</i> Lab Time	Monday October 28
October 28	Overview of cash controls, banking, remitting taxes and credit cards <i>Chapter 8 Curly's Cabinets</i> Lab Time	Monday November 4
November 4	Overview of Company Set-up <i>Chapter 9 Darya's Dance Studio</i> Lab Time	Monday November 18
November 11		
November 18	Overview of payroll transactions and compliance <i>Chapter 10 Scott's Total Concepts Payroll Transactions</i> Lab Time	Monday November 25
November 25	Overview of inventory transactions and control <i>Chapter 11 Sparkles Inventory Transactions</i> Lab Time	Monday December 2
December 2	<i>Chapter 12 Melody Music Center Practice</i> Lab Time	Monday December 16
December 9	Lab Time	
December 16	Final Exam – Comprehensive Exercise Chapters 2 – 6 3 hour Exam 3 – 6 p.m.	
Merry Christmas and see you in 2014.		