



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

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 Premiere 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 Premiere 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.

CREDIT/CONTACT HOURS: 3 Credits / 45 Hours

DELIVERY MODE(S): Lecture / Lab

OBJECTIVES:

The student will be able to use QuickBooks Premiere 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%
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	FINAL Practice Application	30%
		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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Class	Activity	Due
September 8	Introduction to QuickBooks Premiere 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 15
September 15	General Journal Transactions Analysis <i>Chapter 3 Bob's Bookroom General Journal and Reports Overview</i> Lab Time	Monday September 22
September 22	Creating a New Company <i>Chapter 4 River Run Creating and New Company and Reports Overview</i> Lab Time	Monday September 29
September 29	Accounts Payable and Purchases Source Documents and Transaction Overview <i>Chapter 5 Just a Buck Vendor Transactions</i> Lab Time	Monday October 6
October 6	Accounts Receivable and Sales Source Documents and Transaction Overview <i>Chapter 6 Malin's Makeovers Customer Transactions</i>	Tuesday October 20
October 13		
October 20	Overview of cash controls, banking, remitting taxes and credit cards <i>Chapter 8 Curly's Cabinets</i> Lab Time	Monday October 27
October 27	Overview of Company Set-up <i>Chapter 9 Darya's Dance Studio</i> Lab Time	Monday November 4
November 3	Overview of payroll transactions and compliance <i>Chapter 10 Scott's Total Concepts Payroll Transactions</i> Lab Time	Monday November 17

Class	Activity	Due
November 10 & 11		FALL BREAK
November 17	Overview of inventory transactions and control <i>Chapter 11 Sparkles Inventory Transactions</i> Lab Time	Monday November 24
November 24	<i>Chapter 12 Melody Music Center Practice</i> FINAL PROJECT (EXAM) Lab Time	Monday December 2
December 2	Lab Time	Monday December 16
December 9	Lab Time	
December 15	Final Lab Time – <i>Melody Music Due</i>	
<i>Merry Christmas and see you in 2015.</i>		