



Grande Prairie Regional College
Department of Office Administration
Division of Health Wellness and Career Studies

COURSE OUTLINE – WINTER 2011

Computerized Bookkeeping III

OA2440M3 3 (0 – 0 – 5)

M W F 10:00 – 11:30 a.m. A312

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

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

Prerequisite(s)/co requisite(s):

OA2410, OA2420, OA2430 or permission of instructor

Required Text/Resource Materials:

NOTE: THIS IS A SPLIT COURSE WITH SOME STUDENTS WORKING THROUGH QUICKBOOKS AND SOME THROUGH ACCPAC. DO NOT PURCHASE YOUR TEXT UNTIL AFTER THE FIRST DAY OF COURSE ONCE YOUR STREAM IS CONFIRMED.

Stream I: Brunson, Terri E. *Learning QuickBooks Pro 2010*. Pearson

OR

Stream II: Heaney, *Using Sage ACCPAC 500 ERP Version 5.5*, Pearson Canada

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 or ACCPAC 500 ERP Version 5.5 to go through step-by-step basic to complex tasks for service and merchandising businesses.








Credit/Contact Hours: 3 (0-0-5)

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

Objectives:

STREAM I – QUICKBOOKS PRO 2010

The student will be able to use QuickBooks Pro 2010 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








PART C – ACCPAC (TIME PERMITTING)

The student will complete hands-on exercises for a simulated company to complete step-by-step tasks using AccPacs General Ledger, Accounts Payable, Accounts Receivable and Period-ending modules.

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:

STREAM I QUICKBOOKS PRO 2010

QuickBooks Pro	
 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)	25%

Ⓜ Eragon Electrical Contracting	
Ⓜ 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)	25%
Ⓜ Olsen Office Furniture Project	
Ⓜ Chapter 12 – WORK IN A CANADIAN COMPANY	10%
ACCPAC (time permitting)	
✱ Part One – General Ledger	10%
✱ Part Two – Accounts Payable	
✱ Part Three – Accounts Receivable	
TOTAL	100.00%

STREAM II ACC PAC 5.5

ACCPAC 500 ERP VERSION 5.5	CR
✱ Lesson 1: System Manager	
GENERAL LEDGER	
✱ Lesson 2: G/L Set-up	4%
✱ Lesson 3: Chart of Accounts	4%
✱ Lesson 4: Opening Balances	4%
✱ Lesson 5: Budget Sets	4%
✱ Lesson 6: Daily Transactions	4%
✱ Lesson 7: Displaying Account Transactions	4%
✱ Lesson 8: Period Processing	4%
✱ Lesson 9: Statement Designer	4%
ACCOUNTS PAYABLE	
✱ Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services	4%
✱ Lesson 11: Accounts Payable Set-up	4%
✱ Lesson 12: Vendor Maintenance	4%
✱ Lesson 13: Opening Balances and Current Year Transactions	4%
✱ Lesson 14: Adjustments	4%
✱ Lesson 15: Payment Entry	4%

☀ Lesson 16: Accounts Payable Periodic Processing	4%
ACCOUNTS RECEIVABLE	
☀ Lesson 17: Accounts Receivable Set-up	4%
☀ Lesson 18: Customer Maintenance	4%
☀ Lesson 19: Opening Balances and Current Year Transactions	4%
☀ Lesson 20: Adjustment Processing	4%
☀ Lesson 21: Receipt Processing	4%
☀ Lesson22: Period Batch Processing	4%
☀ Lesson 23 Period Processing	4%
☀ Lesson 24: Year-End Processing	4%
CASEWARE Fundamentals	8%
TOTAL	100.00%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

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

Course Schedule/Timeline:

Note: Assigned work is due 3 p.m. on the date listed.

STREAM I QUICKBOOKS PRO 2010

<u>Dates</u>	<u>Topic</u>	<u>Due Date</u>
Week 1	QuickBooks Chapters 1 - 2	Do Jan 5 - 7
Week 2	QuickBooks Chapter 3	Due: Jan14
Week 3	QuickBooks Chapter 4	Due: Jan 21
Week 4	QuickBooks Chapter 5	Due: Jan 28
Week 5	QuickBooks Chapter 6	Due: Feb 4
Week 6	QuickBooks Comprehensive Exam 1	Due: Feb 11
Week 7	WINTER BREAK ARCTIC WINTER GAMES	March 6 - 14
Week 8	QuickBooks Chapter 8	Due: Feb 25
Week 9	QuickBooks Chapter 9	Due: March 18
Week 10	QuickBooks Chapter 10 Quick Books Comprehensive Exam 2 (overview and assigned)	Due: March 26
Week 11work week	WORK WEEK Comprehensive Exam 2	
Week 12 - 15	QuickBooks – A Canadian Company	Due: April 14
Weeks 13 - 15	ACCPAC TIME PERMITTING	TBA

STREAM II ACC PAC 5.5

Lesson	Due:
ACCPAC 500 ERP VERSION 5.5	
* Lesson 1: System Manager	Jan 7
GENERAL LEDGER	
* Lesson 2: G/L Set-up	Jan 10
* Lesson 3: Chart of Accounts	Jan 14
* Lesson 4: Opening Balances	Jan 17
* Lesson 5: Budget Sets	Jan 19
* Lesson 6: Daily Transactions	Jan 21
* Lesson 7: Displaying Account Transactions	Jan 24
* Lesson 8: Period Processing	Jan 26
* Lesson 9: Statement Designer	Jan 28

ACCOUNTS PAYABLE	
☀ Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services	Feb 2
☀ Lesson 11: Accounts Payable Set-up	Feb 4
☀ Lesson 12: Vendor Maintenance	Feb 7
☀ Lesson 13: Opening Balances and Current Year Transactions	Feb 11
☀ Lesson 14: Adjustments	Feb 23
☀ Lesson 15: Payment Entry	Feb 25
☀ Lesson 16: Accounts Payable Periodic Processing	Feb 28
ACCOUNTS RECEIVABLE	
☀ Lesson 17: Accounts Receivable Set-up	Mar 4
☀ Lesson 18: Customer Maintenance	Mar 7
☀ Lesson 19: Opening Balances and Current Year Transactions	Mar 11
☀ Lesson 20: Adjustment Processing	Mar 17
☀ Lesson 21: Receipt Processing	Mar 21
☀ Lesson22: Period Batch Processing	Mar 25
☀ Lesson 23 Period Processing	Mar 30
☀ Lesson 24: Year-End Processing	April 8
CASEWARE Fundamentals April 11 - 14	tba
TOTAL	100.00%

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.