

**Grande Prairie Regional College**  
**Department of Administrative Technology**  
**Course Outline**  
**OA2440M3 ACCPAC for Windows and Quick Books Pro and**  
**Simply Accounting Advanced Features**  
**3 (0-0-5) 75 hours**

**Prerequisite:** OA2410 or equivalent, and OA2430 or equivalent, or permission of instructor

**Session Details:** Winter 2004 M 11:30 - 12:50  
WF 10 - 11:20 a.m. A312

**Instructor:** Sharron Barr  
Office: A313B  
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**Text:** Stammers, McLachlin, Paradis, Barr, *ACCPAC for Windows 4.1, Small Business Series, A Simulation Approach*. Norbry, 2000.

Intuit QuickBooks 03 - Learning Guide – Students

ACCPAC Simply Accounting Project Handouts

**Supplies:** A one-inch, three-ring binder  
Three file folders for submission of work  
3 – 3.5 inch floppy disks for back-up

**Course Description:** This course will apply the features of ACCPAC for Windows, ACCPAC Simply Accounting and Quick Books Pro 2004 financial accounting software to record day-to-day transactions for a company. This course brings together introductory accounting skills, hardware and software concepts and knowledge of basic transactions. Students will work with sample companies to record simulated business transactions and events and produce financial and other accounting and tax reports for a time period. The focus of the course is on how to use ACCPAC for Windows and Quick Books Pro 2003 General Ledger, Banking and Tax Services, Accounts Receivable, Accounts Payable, Reports, Payroll, and Inventory applications.

**Course Objectives:** Students will process business transactions into a company's General Ledger, Accounts Receivable subledger, Accounts Payable subledger in ACCPAC for Windows.

Students will process month-end and year-end reports in ACCPAC for Windows.

Students will process transactions involving banking, customers, vendors, and employees using Quick Books Pro 2003.

Students will complete conversion of manual financial records to computerized records using ACCPAC Simply Accounting.

**Teaching Approach** When introducing a new financial software application function, the manual journal entry or process will be discussed then the computerized version will be demonstrated. Printed reports will be reviewed after each section is completed.

**Evaluation:**

ACCPAC for Windows	
Collegiate Computer Systems Text Assignment	20%
Student Name Enterprises Challenge Cases	30%
Simply Accounting Conversion Project	20%
Quick Books Pro Assignments	30%

**Grading:** All marks are assigned as percentages and converted to a letter grade

**Course**

1. Policy: Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of Debarred from Exam. (See College calendar, p. 33)
2. In-class tests, midterms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.

This item may change from course to course.

6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner=s Name \_\_\_\_\_

Study Partner=s Phone Number \_\_\_\_\_

<b>JANUARY 2005</b>		
<b>MONDAY</b>	<b>WEDNESDAY</b>	<b>FRIDAY</b>
<b>3</b> <b>No Classes</b> <b>College Orientation</b>	<b>5</b> <b>Course Outline</b> <b>Course Schedule</b> <b>ACCPAC Database System and Company Creation</b> <b>Collegiate Computer Systems Chapter 1 &amp; Introductory Notes</b>	<b>7</b> <b>Collegiate Chapter 1</b> <b>General Ledger</b> <b>Work Day</b>
<b>10</b> <b>Collegiate Chapter 1 Work Day</b>	<b>12</b> <b>Overview Student Enterprises Chapter 1</b>	<b>14</b> <b>Collegiate Chapter 1 Due</b> <b>Workday Student Enterprises</b>
<b>17</b> <b>Workday Student Enterprises</b>	<b>19</b> <b>Student Enterprises Chapter 1 due</b> <b>Overview Collegiate Chapter 2 Banking and Tax Services</b>	<b>21</b> <b>Collegiate Chapter 2</b> <b>Workday</b> <b>Chapter 2 Due</b>
<b>24</b> <b>Chapter 2 Student Enterprises Overview</b>	<b>26</b>	<b>28</b> <b>Chapter 2 Student Enterprises Due</b>

<b>31</b>		
<b>FEBRUARY 2005</b>		
	<b>2</b> <b>Chapter 3 Accounts Payable</b> <b>Collegiate Overview</b>	<b>4</b> <b>Workday Chapter 3</b>
<b>7</b> <b>Workday Chapter 3</b>	<b>9</b> <b>Workday Chapter 3</b> <b>Collegiate</b> <b>Overview Student Enterprises</b> <b>Chapter 3</b>	<b>11</b> <b>Chapter 3 Collegiate Due</b>
<b>14</b>	<b>16</b>	<b>18</b> <b>Chapter 3 Student</b> <b>Enterprises Due</b>
<b>21</b> <b>Winter Break</b>	<b>23</b> <b>Winter Break</b>	<b>25</b> <b>Winter Break</b>