



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

Advanced Simply Accounting, ACCPAC, & QuickBooks Pro

2007 Versions

OA2440M3 3 (0 – 0 – 5)

| | | | |
|---------------------|----------------|---------------|---|
| Instructor | Sharron Barr | Phone | 780 – 539 – 2979 780 – 897 – 6676 (cell – text) 780 – 532 – 9236 (home) |
| Office | A313B | E-mail | sbarr@gprc.ab.ca |
| Office Hours | M-F 1 – 2 p.m. | | |

Prerequisite(s)/corequisite(s):

OA2410, OA2420, OA2430 or permission of instructor

Required Text/Resource Materials:

Purboo, M. *Using Simply Accounting by Sage Pro and Basic Versions 2007 or 2006*. Pearson

(REQUIRED FIRST THREE WEEKS OF CLASS THEN CAN BE SOLD)

Heaney, Christine A. *Using Sage AccPac 5.4*, Pearson. (MAYBE OPTIONAL)

Brunsdon, Terri E. *Learning QuickBooks Pro 2007*. Pearson

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 Simply Accounting, ACCPAC and QuickBooks 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:

PART A – SIMPLY ACCOUNTING PRO

The student will be able to use Simply Accounting 2007 to:

- ☒ **add** the Payroll ledger to a company data file
- ☒ **enter** Payroll Ledger settings
- ☒ **enter** Payroll Ledger linked accounts
- ☒ **define** payroll authorities
- ☒ **create** employee ledger records
- ☒ **enter** employee historical information
- ☒ **set up** taxes for income, benefits and deductions
- ☒ **create** job categories
- ☒ **assign** employees to job categories
- ☒ **enter** salesperson on invoices
- ☒ **display** and **print** job category and salespersons reports
- ☒ **enter** inventory-related purchase transactions
- ☒ **enter** inventory-related sale transactions of goods and services
- ☒ **make** inventory adjustments
- ☒ **assemble** new inventory items from other inventory
- ☒ **enter** returns on sales and purchases
- ☒ **enter** sales to preferred customers
- ☒ **enter** freight on purchases
- ☒ **understand** the integration of the Inventory Ledger with the Payables, Receivables and General Ledgers

Payroll

Inventory

PART B – QUICKBOOKS

The student will be able to use QuickBooks Pro 2007 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:

| | ACCPAC Included | No ACCPAC Option |
|--|--------------------|------------------------|
| Simply Accounting Pro | | |
| + Lime Lite Laundry Payroll – Chapter 9 | 10% | 10% |
| + Adrienne Aesthetics Inventory – Chapter 10 | 10% | 10% |
| Quick Books Pro | | |
| ● TEK Business – Chapter 3 | 2% | |
| ● Astor Landscaping – Chapter 4 | 2% | 2% |
| ● Astor Landscaping – Chapter 5 | 2% | 2% |
| ● Astor Landscaping – Chapter 6 | 3% | 3% |
| ● Astor Landscaping – Chapter 7 | 3% | 3% |
| ● Comprehensive Exam (Project for a Service Based Business) Eragon Electrical Contracting | 10% | 20% |
| ● Baxter Garden Supply – Chapter 8 | 2% | 2% |
| ● Baxter Garden Supply – Chapter 9 | 2% | 2% |
| ● Baxter Garden Supply – Chapter 10 | 2% | 2% |
| ● Baxter Garden Supply – Chapter 11 | 2% | 2% |
| ● Comprehensive Exam (Project or a Merchandising Business) Olsen Office Furniture Project | 10% | 20% |
| ● Chapter 12 – Creating a New Company | 10% | 20% |
| ACCPAC (time permitting) | | |
| Ⓜ Part One – General Ledger | 10% | |
| Ⓜ Part Two – Accounts Payable | 10% | |
| Ⓜ Part Three – Accounts Receivable | 10% | |
| TOTAL | 100.00% | 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:

| <u>Dates</u> | <u>Topic</u> | <u>AccPac Included Option</u> | <u>No AccPac Option</u> |
|---------------------|--|--|------------------------------------|
| January 3 - 4 | Payroll – Simply | Due: Jan 11 | Due: Jan 14 |
| January 7 - 11 | Payroll - Simply | | |
| January 14 – 18 | Inventory – Simply | Due: Jan 14 | Due: Jan 21 |
| January 21 | QuickBooks Chapter 3 | Due: Jan 23 | Due: Jan 25 |
| January 23 | QuickBooks Chapter 4 | Due: Jan 25 | Due: Jan 28 |
| January 25 | QuickBooks Chapter 5 | Due: Jan 28 | Due: Jan 30 |
| January 28 | QuickBooks Chapter 6 | Due: Jan 30 | Due: Feb 1 |
| January 30 | QuickBooks Chapter 7 | Due: Feb 1 | Due: Feb 4 |
| February 1 | QuickBooks Chapter 8 | Due: Feb 4 | Due: Feb 6 |
| | QuickBooks | Due: Feb | |
| February 4 | Comprehensive Exam Eragon Electric | 15 (no class time to complete) | Due: Feb 22 |
| February 6 | QuickBooks Chapter 9 | Due: Feb 8 | TBA |
| February 8 | QuickBooks Chapter 10 | Due Feb 11 | TBA |
| February 11 | QuickBooks Chapter 11 | Due: Feb 13 | TBA |
| | QuickBooks | Due: March | |
| February 15 | Comprehensive Exam Olson Office Furniture | 3(no class time to complete) | TBA |
| | | Due: March | |
| February 24 | QuickBooks – Creating a New Company | 7 (no class time to complete) | TBA |
| February 27 | ACCPAC Part I – GL | | TBA |
| | Lesson 1 | Due: Feb 29 | |
| February 29 | Lesson 2 | Due: March 3 | |

| <u>Dates</u> | <u>Topic</u> | <u>AccPac Included Option</u> | <u>No AccPac Option</u> |
|-----------------|---------------------|---------------------------------------|-----------------------------|
| March 3 | Lesson 3 | Due: March 5 | |
| March 5 | Lesson 4 | Due: March 7 | |
| March 7 | Lesson 5 | Due: March 10 | |
| March 10 | Lesson 6 | Due: March 12 | |
| March 12 | Lesson 7 | Due: March 14 | |
| March 14 | Lesson 8 | Due: March 17 | |
| ACCPAC Part II | Accounts Payable | | |
| March 17 | Lesson 10 & 11 | Due: March 19 | |
| March 19 | Lesson 12 & 13 | Due: March 21 | |
| March 21 | Lesson 14 & 15 | Due: March 24 | |
| March 24 | Lesson 16 | Due: March 26 | |
| ACCPAC Part III | Accounts Receivable | | |
| March 26 | Lesson 17 & 18 & 19 | Due: March 28 | |
| March 28 | Lesson 20 & 21 | Due: March 31 | |
| March 31 | Lesson 22 | Due: April 4 | |
| April 7 | Lesson 23 & 24 | Due: April 16 | |

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.