



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – WINTER 2009

QuickBooks Pro 2008 Version

OA2440M3 3 (0 – 0 – 5)

M W F 8:30 – 10:00 a.m. A312

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	780 – 539 – 2979 780 – 897 – 6676 (cell – text) 780 – 532 – 9236 (home)
<b>Office</b>	A313B or E309	<b>E-mail</b>	sbarr@gprc.ab.ca
<b>Office Hours</b>	M-F 11:30 a.m. – 1:00 p.m.		

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

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#### **Prerequisite(s)/corequisite(s):**

OA2410, OA2420, OA2430 or permission of instructor

#### **Required Text/Resource Materials:**

Brunsdon, *Terri E. Learning QuickBooks Pro* . 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 QuickBooks Pro 2008 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 IF REQUIRED – BASED UPON OA2430**

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:

Advanced Simply Accounting (Inventory / Payroll as required)	10%
QuickBooks Pro	CR
● Chapter 1 & 2 Preparation and Overview	
● 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) Eragon Electrical Contracting	20%
● 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) Olsen Office Furniture Project	20%
● Chapter 12 – Creating a New Company	20%
ACCPAC (time permitting)	
Ⓜ Part One – General Ledger	CR
Ⓜ Part Two – Accounts Payable	CR
Ⓜ Part Three – Accounts Receivable	CR
TOTAL	100.00%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department  
Grading Conversion Chart**

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

**Course Schedule/Timeline:**

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

<b><u>Dates</u></b>	<b><u>Topic</u></b>	<b><u>Due Date</u></b>
January 6 - 9	Payroll – Simply	Due: Jan 9
January 12 – 16	Inventory – Simply	Due: Jan 16
January 19 - 23	QuickBooks Chapters 1 - 3	Due: Jan 23
January 26 - 30	QuickBooks Chapter 4	Due: Jan 30
February 2 – 6	QuickBooks Chapter 5	Due: Feb 6
February 9 – 13	QuickBooks Chapter 6	Due: Feb 13
February 16 – 20	Winter Break	
February 23 – 27	Project 1 - Eragon Electric	Due: Feb 27
March 2 – 6	QuickBooks Chapter 8	Due: March 6
March 9 – 13	QuickBooks Chapter 9	Due: March 13
March 16 – 20	QuickBooks Chapter 10	Due: March 20
March 23 - 27	QuickBooks Comprehensive Exam Olson Office Furniture	Due: March 27
March 30 – April 3	Chapter 12 QuickBooks – Creating a New Company	Due: April 3
April 6 – 14	ACCPAC TIME PERMITTING Lesson 1 Lesson 2	TBA

**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.