



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

COURSE OUTLINE – WINTER 2012

Computerized Bookkeeping III

OA2440 A3 (0 – 0 – 5)

Monday, Tuesday, Thursday 10 – 11:30

A312

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	780 – 539 – 2979 780 – 897 – 6676 (cell – text) 780 – 532 – 9236 (home)
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<b>Office Hours</b>	Please call and e-mail and contact me directly anytime for help		

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

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**Prerequisite(s)/co requisite(s):**

OA2410, OA2420, OA2430 or permission of instructor

**Required Text/Resource Materials:**

Stream I: Purboo, M. and Heaney, Christine *Using QuickBooks Premier 2010 for Windows*, Pearson

OR

Stream II: Heaney, *Using Sage ACCPAC 500 ERP Version 5.6*, 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 charity, merchandising, and other 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 ACCPAC’s 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**

<b>QuickBooks Pro</b>	<b>CR</b>
 <b>Chapter 1 Getting Started</b>	<b>CR</b>
 <b>Chapter 2 GST, HST and PST and Payroll Remittances and Compliance</b>	<b>CR</b>
 <b>Chapter 3 Chelsea’s Chocolates – Cash Transactions</b>	<b>5%</b>
 <b>Chapter 4 Bob’s Bookroom – General Journal</b>	<b>5%</b>
 <b>Chapter 5 – River Run – Creating a New Company</b>	<b>10%</b>
 <b>Chapter 6 Just a Buck – Vendor Transactions</b>	<b>5%</b>
 <b>Chapter 7 Malin’s Makeovers – Customer Transactions</b>	<b>5%</b>
 <b>Chapter 8 Terrific Tours – Discounts, Estimates, &amp; Orders</b>	<b>5%</b>

 Chapter 9 Curly's Cabinets – Banking, Taxes & Credit Cards	5%
 Chapter 10 Darya's Dance Studio – Company Setup	10%
 Chapter 11 Scott's Total Concepts – Payroll Transactions	5%
 Chapter 12 Sparkles - Inventory Transactions	5%
 Chapter 13 Contre Le Vent – Payroll and Inventory Set-up	10%
 Chapter 14 Melodic Music Centre – Practice Application	10%
<b>ACCPAC (time permitting)</b>	
 Part One – General Ledger	20%
 Part Two – Accounts Payable	
 Part Three – Accounts Receivable	
<b>TOTAL</b>	<b>100.00%</b>

## STREAM II ACC PAC

<b>ACCPAC 500 ERP VERSION 5.5</b>	<b>CR</b>
 Lesson 1: System Manager	
<b>GENERAL LEDGER</b>	
 Lesson 2: G/L Set-up	3%
 Lesson 3: Chart of Accounts	3%
 Lesson 4: Opening Balances	3%
 Lesson 5: Budget Sets	3%
 Lesson 6: Daily Transactions	3%
 Lesson 7: Displaying Account Transactions	3%
 Lesson 8: Period Processing	na
 Lesson 9: Statement Designer	3%
<b>ACCOUNTS PAYABLE</b>	
 Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services	3%
 Lesson 11: Accounts Payable Set-up	3%
 Lesson 12: Vendor Maintenance	3%
 Lesson 13: Opening Balances and Current Year Transactions	3%
 Lesson 14: Adjustments	3%
 Lesson 15: Payment Entry	3%
 Lesson 16: Accounts Payable Periodic Processing	na
<b>ACCOUNTS RECEIVABLE</b>	

☀ Lesson 17: Accounts Receivable Set-up	3%
☀ Lesson 18: Customer Maintenance	3%
☀ Lesson 19: Opening Balances and Current Year Transactions	3%
☀ Lesson 20: Adjustment Processing	3%
☀ Lesson 21: Receipt Processing	3%
☀ Lesson22: Period Batch Processing	3%
☀ Lesson 23 Period Processing	3%
☀ Lesson 24: Year-End Processing	na
Challenge Exercise Lessons 1 – 24	30%
Caseware Fundamentals	10%
<b>TOTAL</b>	<b>100.00%</b>

Grades will be assigned on the Letter Grading System.

**Office Administration  
Grading Conversion Chart**

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










**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> <u>Due: 3 p.m.</u>
Week 1 & 2	QuickBooks Chapters 1 & 2 & 3	January 6
Week 3	QuickBooks Chapter 4	January 13
Week 4	QuickBooks Chapter 5	January 20
Week 5	QuickBooks Chapter 6	January 27
Week 6	QuickBooks Chapter 7	February 3
Week 7	QuickBooks Chapter 8	February 10
Week 8	QuickBooks Chapter 9	February 17
Week 9	QuickBooks Chapter 10	March 2
Week 10	QuickBooks Chapter 11	March 9
Week 11	QuickBooks Chapter 12	March 23
Week 12	QuickBooks Chapter 13	April 6
Week 13	QuickBooks Chapter 14	April 13
Week 14		
Weeks 15	<u>ACCPAC TIME PERMITTING</u>	

## STREAM II ACC PAC 5.5

<b>Lesson</b>	<b>Due:</b>
<b>ACCPAC 500 ERP VERSION 5.5</b>  <b>Lesson 1: System Manager</b>	<b>January 6</b>
<b>GENERAL LEDGER</b>	<b>January 13</b>
 <b>Lesson 2: G/L Set-up</b>	
 <b>Lesson 3: Chart of Accounts</b>	
 <b>Lesson 4: Opening Balances</b>	
 <b>Lesson 5: Budget Sets</b>	
 <b>Lesson 6: Daily Transactions</b>	
 <b>Lesson 7: Displaying Account Transactions</b>	
 <b>Lesson 8: Period Processing</b>	<b>Na</b>
 <b>Lesson 9: Statement Designer</b>	<b>na</b>

<b>ACCOUNTS PAYABLE</b>	
☀ <b>Lesson 10: G/L Sub ledger Services, Bank Services, and Tax Services</b>	<b>January 20</b>
☀ <b>Lesson 11: Accounts Payable Set-up</b>	
☀ <b>Lesson 12: Vendor Maintenance</b>	
☀ <b>Lesson 13: Opening Balances and Current Year Transactions</b>	
☀ <b>Lesson 14: Adjustments</b>	<b>January 27</b>
☀ <b>Lesson 15: Payment Entry</b>	
☀ <b>Lesson 16: Accounts Payable Periodic Processing</b>	<b>na</b>
<b>ACCOUNTS RECEIVABLE</b>	
☀ <b>Lesson 17: Accounts Receivable Set-up</b>	<b>February 3</b>
☀ <b>Lesson 18: Customer Maintenance</b>	
☀ <b>Lesson 19: Opening Balances and Current Year Transactions</b>	
☀ <b>Lesson 20: Adjustment Processing</b>	<b>February 17</b>
☀ <b>Lesson 21: Receipt Processing</b>	
☀ <b>Lesson22: Period Batch Processing</b>	
☀ <b>Lesson 23 Period Processing</b>	
☀ <b>Lesson 24: Year-End Processing</b>	<b>na</b>
<b>ACCPAC Challenge Exercise Project</b>	<b>March 30</b>
<b>CASEWARE Fundamentals April 3 – 14 (Time Permitting)</b>	<b>tba</b>

**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.