



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2021

OA1440 QUICKBOOKS A3 – 3 (3-0-1.5) 67.5 HOURS, 15 WEEKS

MONDAY WEDNESDAY 1:00 – 2:20 PM

FRIDAY 11:30 AM – 12:50 PM

Instructor Dawn Greig

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Office Hours Monday & Wednesday 10:00 – 11:30 a.m. or anytime by appointment

WINTER 2021 DELIVERY: Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.
Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

This is a comprehensive course teaching accounting concepts in a software environment. Students will use QuickBooks Premiere to go through step-by-step basic to complex tasks for service and merchandising businesses. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts. You will know QuickBooks and be able to use it in the workplace including advanced features such as year-end procedures, tracking time, job costing, integration with Excel and Outlook and other.

PREREQUISITE(S)/COREQUISITE: OA1310

REQUIRED TEXT/RESOURCE MATERIALS:

Heaney, C. (2018). *Using QuickBooks Premier 2019 for Windows – Access Card Package*. Toronto: Pearson Canada.
ISBN-13: 9780135638101



DELIVERY MODE(S): Lecture / Lab

COURSE OBJECTIVES:















The student will be able to use QuickBooks Premier to:

1. Open, save and back up data files
2. Customize preferences and create a chart of accounts
3. Modify and print financial reports
4. Enter, edit and review journal entries
5. Create new customer and vendor records
6. Enter, edit and review customer and vendor transactions
7. Set up new company files
8. Process payroll and inventory transactions
9. Track time
10. Complete general accounting end-of-period procedures
11. Integrating QuickBooks with Excel and Outlook
12. Use the QuickBooks calendar and notes
13. Track time and job costs
14. Adjust pricing levels
15. Set up and complete batch invoicing
16. View QuickBooks On-Line
17. Administer GST, HST and Provincial Sales Tax
18. To provide opportunities for students to think critically, develop good language and communications skills in the accounting environment, recognize career opportunities in the area of computerized accounting.

LEARNING OUTCOMES:

CHAPTER 1: GETTING STARTED

After completing this chapter, you should be able to:

-  Use the QuickBooks data files on the Data DVD
-  Access QuickBooks data files
-  Update your QuickBooks company file
-  Understand the QuickBooks Home page
-  Understand QuickBooks Centers
-  Use QuickBooks lists
-  Use QuickBooks Insights tab
-  Use QuickBooks keyboard shortcuts
-  Change QuickBooks keyboard short cuts
-  Change QuickBooks preference settings
-  Access Help, Live Community, and Support
-  Backup and verify a data file
-  Restore a data file from a backup
-  Finish a QuickBooks session

CHAPTER 2: CASH TRANSACTIONS – CHELSEA’S CHOCOLATES

After completing this chapter, you should be able to:

- 📌 Write cheques to vendors for purchases
- 📌 Enter sales receipts to customers
- 📌 Customize QuickBooks forms
- 📌 Add an icon to the Icon bar
- 📌 Add new vendors and customers
- 📌 Correct cheques and receipts before recording
- 📌 Review transactions journals after recording transactions
- 📌 Edit sales receipts and cheques after recording
- 📌 Display and print reports
- 📌 Display and print graphs

CHAPTER 3: GENERAL JOURNAL – BOB’S BOOKROOM

- 📌 After completing this chapter, you should be able to:
- 📌 Enter journal transactions in the Account Register
- 📌 Enter transaction in the General Journal
- 📌 Create new General Ledger accounts
- 📌 Edit General Journal entries before recording
- 📌 Review General Journal entries after recording transactions
- 📌 Correct General Journal entries after recording
- 📌 Use the QuickBooks calculator in journal entries
- 📌 Display and print General Ledger reports
- 📌 Modify and memorize reports

CHAPTER 4: CREATING A NEW COMPANY (NON-PROFIT) – RIVER RUN

After completing this chapter, you should be able to:

- 📌 Set up new company files from manual accounting records
- 📌 Create a Chart of Accounts
- 📌 Understand and use different account types
- 📌 Enter opening balances for accounts
- 📌 Create customer records
- 📌 Create vendor records
- 📌 Customize QuickBooks preferences for a company
- 📌 Create items
- 📌 Edit and delete records
- 📌 Make accounts and vendors inactive
- 📌 Define a new sales tax
- 📌 Delete default payment terms and methods
- 📌 Edit customer messages

CHAPTER 5: VENDOR TRANSACTIONS – JUST A BUCK

After completing this chapter, you should be able to:

- 📌 Enter bills from vendors for purchases
- 📌 Enter payment to vendors

- 📌 Edit vendor transactions before recording
- 📌 Create complete new vendor records
- 📌 Review vendor transactions after recording transactions
- 📌 Memorize recurring transactions
- 📌 Find previously recorded transactions
- 📌 Use memorized transactions
- 📌 Edit memorized transactions
- 📌 Enter receipts for multiple items
- 📌 Correct bills after recording
- 📌 Correct payments after recording
- 📌 Print cheques
- 📌 Display and print vendor reports and graphs

CHAPTER 6: CUSTOMER TRANSACTIONS – MALIN’S MAKEOVERS

After completing this chapter, you should be able to:

- 📌 Enter invoices for customer sales
- 📌 Enter customer payments
- 📌 Add complete new customer records
- 📌 Deposit customer payment in a bank account
- 📌 Print sales invoices
- 📌 Print mailing labels
- 📌 Enter NSF cheques from customers
- 📌 Print customer statements
- 📌 Correct sales invoices after recording
- 📌 Correct receipts after recording
- 📌 Display and print customer and sales reports and the sales graph

CHAPTER 8: BANKING, TAXES, AND CREDIT CARDS – CURLY’S CABINETS

After completing this chapter, you should be able to:

- 📌 Deposit sales receipts in multiple bank accounts
- 📌 Use account numbers
- 📌 Enter credit card purchases
- 📌 Pay credit card accounts
- 📌 Remit sales taxes
- 📌 Assess finance charges
- 📌 Transfer funds between bank accounts
- 📌 Reconcile bank and credit card accounts
- 📌 Make end-of-period adjusting journal entries
- 📌 Close the books at the end of a fiscal year
- 📌 Display and print banking and tax reports
- 📌 Enter closing date passwords
- 📌 Enter transactions for a previous fiscal period

CHAPTER 9: COMPANY SET UP – DARYA’S DANCE STUDIO

After completing this chapter, you should be able to:

- 📌 Set-up a new QuickBooks company file
- 📌 Convert manual accounting records to QuickBooks
- 📌 Create a Chart of Accounts with opening balances
- 📌 Understand and add different account types
- 📌 Enter opening balances for income and expense accounts
- 📌 Customize QuickBooks preferences
- 📌 Create customer records with opening balances
- 📌 Create vendor records with opening balances
- 📌 Understand and add different types of items
- 📌 Set up and edit terms for vendors and customers
- 📌 Set up finance charges for customers

CHAPTER 10: PAYROLL TRANSACTIONS –SCOTT’S TOTAL CONCEPTS

After completing this chapter, you should be able to:

- 📌 Prepare pay cheques for hourly and salaried employees
- 📌 Enter time take for employee sick leave
- 📌 Release accrued vacation pay and time
- 📌 Pay and recover advances to employees
- 📌 Pay payroll liabilities
- 📌 Edit and review payroll transactions
- 📌 Record sales reps on invoices to track commissions
- 📌 Correct payroll journal entries after saving
- 📌 Understand automatic payroll deductions
- 📌 Pay sales commissions to employees
- 📌 Display and print payroll reports

CHAPTER 11: INVENTORY TRANSACTIONS - SPARKLES

After completing this chapter, you should be able to:

- 📌 Sell inventory items
- 📌 Purchase and order inventory items
- 📌 Enter sales returns and credits
- 📌 Enter purchase returns and credits
- 📌 Adjust inventory for losses
- 📌 Assemble inventory items
- 📌 Apply discounts to invoice subtotal amounts
- 📌 Handle transactions for insufficient inventory
- 📌 Display and print inventory reports

CHAPTER 13 FINAL PRACTICAL APPLICATION – MELODY MUSIC

After completing this chapter, you should be able to:

- 📌 Set up company file including payroll, employee profiles, TD1 information, and inventory
- 📌 Set-up a new QuickBooks company file
- 📌 Convert manual accounting records to QuickBooks

- 🏠 Create a Chart of Accounts with opening balances
- 🏠 Understand and add different account types
- 🏠 Enter opening balances for income and expense accounts
- 🏠 Customize QuickBooks preferences
- 🏠 Create customer records with opening balances
- 🏠 Create vendor records with opening balances
- 🏠 Understand and add different types of items
- 🏠 Set up and edit terms for vendors and customers
- 🏠 Set up finance charges for customers

GRADING CRITERIA:

| Chapter | Company Name | Topic | Weighting |
|---------------|-----------------------|---|-----------|
| 2 | Chelsea's Chocolates | Cash Transactions | 2% |
| 3 | Bob's Bookroom | General Journal Transactions | 3% |
| 4 | River Run | Creating a New Company | 5% |
| 5 | Just a Buck | Vendor Transactions | 5% |
| 6 | Malin's Makeovers | Customer Transactions | 5% |
| Mid Term Test | | Content from Chapters 2-6 | 20% |
| 8 | Curly's Cabinets | Banking, Taxes & Credit Cards | 5% |
| 9 | Darya's Dance Studio | Company Setup | 5% |
| 10 | Scott's Total Concept | Payroll Transactions | 5% |
| 11 | Sparkles | Inventory Transactions | 10% |
| 13 | Melody Music Centre | Final Practical Exam/Project | 30% |
| | Job Success Skills | Attendance Punctuality Quality work submitted | 5% |
| | | TOTAL | 100% |

This course has a final practical exam component. Late assignments will result in a grade of 0 unless prior arrangements have been made with your instructor. Grades will be assigned on the alpha grading system. **All assignments must be completed in order to receive credit in this course.**

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|--|---------------------------|------------------------------|--|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B⁻ | 2.7 | 70 – 72 | |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C⁻ | 1.7 | 60 – 62 | |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

In order to receive credit for Business Administration and Office Administration first year courses, **you must achieve 50 percent on the final examination or final project**, and a course composite grade of at least D (50%).

COURSE SCHEDULE & TENTATIVE TIMELINE:

| Week | Activity | Due |
|------|--|---|
| 1 | Introduction to QuickBooks Premiere Course Outline Getting Started – Introduction to QuickBooks Begin <i>Chapter 2 Chelsea's Chocolates</i> | |
| 2 | Cash Transactions <i>Chapter 2 Chelsea's Chocolates</i> | Friday January 15 th at 1 pm |
| 3 | General Journal Transactions <i>Chapter 3 Bob's Bookroom</i> | Friday January 22 nd at 1 pm |
| 4 | Creating a New Company <i>Chapter 4 River Run</i> | Sunday January 31 st at 11:59 pm |
| 5 | Vendor Transactions <i>Chapter 5 Just a Buck Vendor Transactions</i> | Friday February 5 th at 1 pm |
| 6 | Customer Transactions <i>Chapter 6 Malin's Makeovers</i> | Friday February 12 th at 1 pm |
| 7 | WINTER BREAK: No Classes February 15 - 19 | |
| 8 | Mid Term Test Concepts from Chapters 2-6 | Feb 22, 24, 26 th Due end of class, 12:50 Feb 26th |
| 9 | Banking, Taxes & Credit Cards <i>Chapter 8 Curly's Cabinets</i> | Friday March 5 th at 1 pm |
| 10 | Company Set Up <i>Chapter 9 Darya's Dance Studio</i> | Friday March 12 th at 1 pm |
| 11 | Payroll Transactions <i>Chapter 10 Scott's Total Concepts</i> | Friday March 19 th at 1 p.m. |

| Week | Activity | Due |
|--|---|---|
| 12-13 | Inventory Transactions <i>Chapter 11 Sparkles</i> | Wednesday March 31 st at 1:00 pm |
| 13-15 | <i>Chapter 13 Melody Music Center Practice</i> <i>Final Practical Exam/Project</i> | Begin March 31 st . All remaining class time will be dedicated to this final project |
| 15 | <i>Final Exam Date and Time To Be Announced</i> Final Practical Exam/Project Due at the end of the scheduled 3 hour final exam | Scheduled Final Exam time will be used to complete final project. Must be completed and submitted by end of scheduled final exam. |
| Congratulations You are now a QuickBooks user | | |

STUDENT RESPONSIBILITIES:

Daily attendance is essential. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**Note: all Academic and Administrative policies are available on the same page