

**Grande Prairie Regional College**  
**Department of Administrative Technology**  
**Course Outline**  
**OA2440M3 ACCPAC for Windows and Quick Books Pro 2001 (3) (0-0-5)**

**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:** Judy Johnstone  
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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

**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 4.2 for Windows and Quick Books Pro 2003 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 4.1 for Windows.

Students will process month-end and year-end reports in ACCPAC for Windows 4.1

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

**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 4.1 for Windows	
Collegiate Computer Systems Text Assignments	40%
Student Name Enterprises Challenge Cases	30%
Quick Books Pro 2003	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 2004</b>		
<b>MONDAY</b>	<b>WEDNESDAY</b>	<b>FRIDAY</b>
5 ORIENTATION AND ADVISING	7 Course Outline/Course Management  Buy books	9 QUICKBOOKS Learning Guide Lesson 1 - Navigating in QuickBooks Lesson 2 - Interview to sett up Lockhart Design
12 Lesson 3 - Working With Lists	14 Lesson 4 - Working With Bank Accounts Chapter 5 - Working With other Accounts in QuickBooks (to p.95)	16 Chapter 5 - Working With other Accounts in QuickBooks (Finish Chapter) Lesson 6 - Entering Sales and Invoices
19 Lesson 7 -Receiving Payments and Making Deposits Lesson 8 - Entering and paying Bills	21 Lesson 9 - Analysing Financial Data Lesson 10 - Setting Up Inventory	23 Lesson 11 - Tracking and Paying Sales Tax Lesson 12 -Doing Payroll With QuickBooks
26 Lesson 13 - Estimating and Progress Invoicing Lesson 14 - Tracking Time	28 Lesson 15 - Customizing Forms and Writing QuickBooks Letters	30 Begin Test
<b>FEBRUARY 2004</b>		
2 Finish Test	4 Intro to ACCPAC 4.2 The Pervasive 2000 SQL Database The System Manager Features Company Database Systems Database Administrative and Common Tasks Back-up The Basics of ACCPAC ACCPAC Modular Integration Working With Batches Sign-on User ID Company Session Date Printing Switching Windows Desktop ACCPAC Buttons and Commands Working With Notebooks Working With Forms How to Use your Text READ: Overview	6 Collegiate Computer Systems (CCSL) Setting up Company Files and genral ledger accounts
9 CCSL CHAPTER 1	11 Overview of Student Name Enterprises - Challenge Case	13 Review CCSL Printed Reports
16 FAMILY DAY	18 SPRING BREAK	20 SPRING BREAK
23 Student Name Enterprises - Ch 1 due	25 Chapter 2 - Overview of Common Services - Setting up Bank and Tax Services - CCSL	27 Chapter 2 - CCSL Due Overview of Chapter 2 Challenge Case

<b>MARCH 2004</b>		
1 Review Chapter 2 Printed Reports Chapter 2 Challenge Case Due	3 Overview of Chapter 3 Accounts Payable - CCSL	5 Chapter 3 - Challenge Case Due
8 Overview of Chapter 4 Accounts Payable- Transaction Processing - CCSL	10	12 Chapter 4 CCSL Due Overview Chapter 4 Challenge Case
15 Chapter 4 Challenge Case Due Review Printed Reports- Chapter 4- CCSL Overview Chapter 5 - Accounts Receivable	17	19 Chapter 5 - Accounts Receivable - CCSL - Due Overview - Chapter 5 Challenge Case
22	24 Review Chapter 5 - CCSL Reports Chapter 5 - Challenge Case Due	26 Overview Chapter 6- Transaction Processing - CCSL
29	31 Chapter 6 CCSL Due	
<b>APRIL 2004</b>		
		2 Review Chapter 7 CCSL Reports
5 Chapter 6 Challenge Case Due Overview Chapter 7 - Month-end and Year-end Processing	7	9 GOOD FRIDAY
12 Chapter 7 CCSL and Challenge Case Due	14 Review Chapter 7 Report	16 LAST DAY OF WINTER SEMESTER CLASSES