Course Name
ACNT 1311 – Introduction to Computerized Accounting

Course Description
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Textbook(s)
*QuickBooks Pro 2014 Comprehensive w/140 day trial*

Materials
USB flash drive

Instructor Information
Instructor: Kevin Kawanishi, M.S.
Email: kKawanishi@dcccd.edu
Telephone: 972-860-4376

General Information
Course Days: T
Course Time: 6:00 PM – 9:40 PM
Course Credit Hours: 3 (2 Lec, 2 Lab)
Course Prerequisite: ACCT 2301 or ACCT 2401, ACNT 1303, or concurrent enrollment
Course Level: Introductory

Accounting Help Desk
Instructional Specialist: Kevin Kawanishi
Room: M132
Telephone: 972-860-4376
E-mail: kkawanishi@dcccd.edu
Hours:
- Monday 10:30 a.m. – 8:00 p.m.
- Tuesday 12:00 p.m. – 5:30 p.m.
- Wednesday 10:30 a.m. – 8:00 p.m.
- Thursday 12:00 p.m. – 8:00 p.m.
- Saturday 8:00 a.m. – 12:00 p.m.

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.
COURSE OBJECTIVES

- Set up an accounting system for a small company, including a chart of accounts that is industry specific
- Record customer and sales activities that include preparing and editing customer lists, creating cash and credit sales invoices, and recording customer payments
- Record vendors, purchases, and inventory activities that include preparing vendor lists, creating purchase orders, preparing receiving reports, recording and paying bills, and preparing inventory lists
- Record employee payroll activities that include preparing an employee list, preparing a company payroll, and preparing payroll checks
- Record banking activities that include preparing bank deposits, preparing checks, and reconciling bank statements
- Record adjusting entries on QuickBooks
- Prepare various QuickBooks reports, including balance sheets, income statements, customer reports, vendor reports, inventory reports, and various graphs
- Prepare budgets on QuickBooks

Student Learning Outcomes (SLOs)
(WECM End-of-Course Outcomes)
Upon completion of this course students should be able to:
1. Utilize an application software to perform accounting tasks.
2. Maintain records and prepare and analyze reports for a business entity.
3. Complete a comprehensive project.
4. Explain the components of general ledger software.

WORKPLACE AND FOUNDATION COMPETENCIES

Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need in order to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
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<tbody>
<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
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<td>Exhibit Interpersonal Skills</td>
<td>Demonstrate Thinking Skills</td>
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<tr>
<td>Work with information</td>
<td>Exhibit Personal Qualities</td>
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<td>Apply Systems Knowledge Skills</td>
<td>Demonstrate Responsibility Skills</td>
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<td>Use Technology</td>
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<td>Exhibit Time Management Skills</td>
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THE INSTRUCTIONAL SYSTEM

The textbook represents the most important resource available to you. At the end of every chapter, there are numerous questions, assignments, and case problems designed to provide opportunities for application, feedback, and review. Your instructor will explain the procedures you should follow to complete each chapter. Most of the time you spend on this course will involve the following activities:

- Reading the textbook
- Attending class and participating in classroom activities
- Attending lab sessions and completing lab activities
- Working, checking, and correcting the assignments
- Preparing for and taking periodic examinations
- Completing term projects assigned by your instructor

THE EVALUATION/GRADING SYSTEM

ASSIGNMENTS: 400 POINTS

Each chapter will have two to three assignments. Reinforce Your Skills and Apply Your Skills assignments are worth 10 points each and Extend Yours Skills assignments are worth 13 points each. In order to receive credit, you must complete each assignment, verify your solution with the solutions or check figures (when available), correct the file if necessary, and submit it to your instructor by the due date. Late assignments may have points deducted based on the number of days the assignment is late. Late assignments will not be accepted after the date of the exam covering the chapters of the late assignment(s). The remaining 17 points will be assigned to introductory and end of course activities.

COMPREHENSIVE PROBLEMS: 300 POINTS

During the semester there will two comprehensive problems. Comprehensive problem 1 will be worth 100 points and Comprehensive problem 2 will be worth 200 points. These problems will be broken down into three sessions. It is recommended that you complete each session early enough to allow grading and corrections before starting the next session. Your instructor will provide you with guidelines and deadlines for completing these problems.

EXAMS: 300 POINTS

There will be 2 chapter exams and a final exam during the semester. Exams 1 and 2 will be worth 100 points each. The final will be comprehensive is also worth 100 points.

CERTIFICATION EXAM (OPTIONAL)

Certiport offers a nationally recognized certification examination for Quickbooks Pro 2014. This exam consists of a total of 50 multiple choice and simulation questions. A score of 70% or better is considered passing. Upon successful completion you will receive your digital certificate recognizing you as a Quickbooks Certified User (QBCU). The certification exam requires the purchase of a testing voucher from Certiport.com. Testing will take place on our normally scheduled day during finals week.

OTHER INFORMATION CONCERNING EVALUATION/TESTING

All exams will be taken in the classroom. Exams are open book, open notes, and open homework. Exams will be available for your review, but will be retained by your instructor. Submitting any work that you did not complete yourself is dishonest and will result in a zero. No grades will be discussed on the telephone or via e-mail.

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<th>GRADING SCALE</th>
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**LAST DAY TO WITHDRAW WITH A “W” IS APRIL 18**

| T   | 04/21 | 11 – Introducing the Accounting Cycle and Using Classes |
| T   | 04/28 | 12 – Reporting, Closing the Books, and Adjusting Entries |
| T   | 05/05 | FINAL EXAM                                          |
| T   | 05/12 | Comprehensive Problem 2 Due                        |
Class Attendance
Students are expected to attend regularly all classes in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. **Instructors will not automatically drop students who have stopped attending class.**

Drop/Withdrawal Policy
If you are unable to complete this course and want to receive a “W”, you must withdraw from the course by the withdrawal date listed on the Assignments Calendar page of this syllabus. Withdrawing from a course is a formal procedure which **YOU** must initiate; the instructor cannot do it for you. You may do this in Admissions or Counseling. If you stop attending class and do not withdraw, you will receive a performance grade, which will result in an “F”. Students sometimes drop courses when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw. Also, read the ‘Stop Before You Drop’ section on Page 7 of this syllabus carefully before making a decision to withdraw.

Religious Holidays
Students desiring to observe a religious holy day, which will result in a class absence, must notify instructors in writing, for each class, no later than the 15th calendar day after the first class day of the semester in which the absence will occur. Students are required, at a time assigned by the instructor, to complete assignments or take examinations which may be missed as a result of the absence.

Americans with Disabilities Act (ADA)
The Brookhaven College Disability Support Services (DSS) personnel will coordinate the assistance you need to participate fully in college classes, programs, and activities. DSS is located in Room S124 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673. Additional information can be found online at [Student Services: Disability Support Services](#).

Academic Integrity
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct or go online at [DCCCD Student Code of Conduct](#) and click on Responsibility, for detailed information.

Family Educational Rights and Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For FERPA information, visit the [Brookhaven College Catalog FERPA page](#).

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. **Please note: If you are receiving Financial Aid grants or loans, you must begin attendance in all classes before the certification date. You also must attend or participate after the drop date in order not to be marked as non-attending in the event that you fail the course. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid.**

Electronic Devices
To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned **off** in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned **off** before entering the Business Studies instructional lab. No programmable calculators/cell phones will be allowed when taking exams.
RECEIVING YOUR GRADES

Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log in to eConnect.

How to check your grades online:

1. Select "Check My Grades (GPA)" under "My Personal Information."
2. If you are not already logged in, you will be prompted to do so.
3. Select the grade type you wish to review.
4. Press the submit button.
5. All Grades for the selected grade type will be displayed.

Note: You will need your 7 digit Student ID # and your password to log in.

STOP BEFORE YOU DROP

For students enrolling in college-level courses for the first time in Fall 2007 or later, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated six (6) non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

For more information, you may access: Facts About Dropping Classes

REPEATING THIS COURSE

Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge an additional tuition to students registering the third subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the Fall 2002 semester.