Course Information | Instructor Information
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Introduction to Computerized Accounting | Dr. S.T. Desai
Spring 2015 | desaiweb@dccc.edu
January 26 – May 14, 2015 | (Begin subject line of emails with ACCT 1311)
ACCT-1311-33430 | 972-860-2968
Online Course, see schedule for deadlines | Office Location: B116 – By appointment only

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.

ACCT - 1311 - 33430
972-860-2968
Office Location: B116 – By appointment only

Computerized Accounting with QuickBooks 2014
Kathleen Villani and James B. Rosa, Paradigm, 2015.
ISBN: 978-0-76386-025-7
(This includes 140 day trial access software.)

Required Materials

A minimum of 9 hours per week should be devoted to this course.

Course Prerequisites

None

Disclaimer

The instructor reserves the right to amend this syllabus as necessary.

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

Student Learning 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 that entails the major course competencies and outcomes.
4. Identify and explain the components of general ledger software.
CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Course Outline

For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>QuickBooks 2014</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Vendors</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Customers</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Period-End Procedures</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Inventory</td>
</tr>
<tr>
<td>6</td>
<td>Practice 1 and Exam 1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>New Company Setup</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Payroll Setup</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Payroll Processing</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Banking</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>Jobs and Time Tracking</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Customizing Your Company File</td>
</tr>
<tr>
<td>13</td>
<td>Practice 2 and Exam 2</td>
<td></td>
</tr>
</tbody>
</table>

Evaluation Procedures

<table>
<thead>
<tr>
<th>Grading Outline</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM 1</td>
<td>100</td>
</tr>
<tr>
<td>EXAM 2</td>
<td>100</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>100</td>
</tr>
<tr>
<td>PRACTICE SET: 2 Practice Sets</td>
<td>150</td>
</tr>
<tr>
<td>PRACTICE SET #1</td>
<td>150</td>
</tr>
<tr>
<td>12 Case Problems</td>
<td></td>
</tr>
<tr>
<td>(1 @ 5 pts, 11 @ 30 pts)</td>
<td>335</td>
</tr>
<tr>
<td>12 Chapter Quizzes @ 5 pt. Each</td>
<td>60</td>
</tr>
<tr>
<td>DISCUSSION BOARD</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>1,005</strong></td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>900 – 1,000</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>800 – 899</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>700 – 799</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>600 – 699</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Below 600</td>
</tr>
</tbody>
</table>
Exams and Assignments  See assignment sheet at the end of the syllabus for assignments and exams. **No work will be accepted after May 8, 2015.** All work must be completed as specified on the syllabus schedule. If late work is accepted there will be at least 20% penalty points deducted.

Withdrawal Policy (April 20, 2015)  If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by (April 20, 2015). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. See institutional policies for additional information on withdrawals.

Attendance Policy  This is an online course and does not require attendance on specific days. However, there are deadlines for course material that must be observed. If for any reason you will not be able to meet a deadline, you must contact your instructor a minimum of one week before the scheduled time period.

Classroom Policies  Not applicable - Online course

QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: [http://www.cedarvalleycollege.edu/QEP/default.aspx](http://www.cedarvalleycollege.edu/QEP/default.aspx)

INSTITUTIONAL POLICIES

Academic Advising  Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College. Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: [https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf](https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf)

Academic Honesty  Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC](https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC)
ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:
http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid
If you are receiving financial aid, grants or loans, you must begin attendance by the certification date of February 7, 2015. 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.

Health Center Services
Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.
- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Student Health101, e-magazine
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this Course
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:
https://www1.dcccd.edu/catalog/ss/oepthird_attempt.cfm

Student Code of Conduct
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat1011/cattoc.cfm

Tutoring Services
Room: C206  Phone: 972-860-2974
Hours: Monday – Thursday: 8:00 a.m. – 7:00 p.m., Saturday: 10:00 a.m. – 2:00 p.m., Friday and Sunday: Closed
Stop Before you Drop  Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

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ASSIGNMENT INFORMATION

1. The previous page has the problems you will turn in for a grade. There are three files for each chapter. Kristin Raina Interior Designs is the practice problem for the chapter. Be sure you do these problems. Case 1 is Lynn’s Music Studio (assigned problem) and Case 2 is Olivia’s Web Solutions (extra practice only, not to be turned in). Be sure that you have opened the right chapter file and the right company before you start working.

2. If you are working in the BIT Lab you will need to have your problems on a USB drive. All work saved on the hard drive of a computer in the Accounting Lab will be erased when the computer is rebooted.

3. Once your file is open please click on Company, then click on Company Information. Add your name behind the Company name. Do this on each file.

4. In Chapter 1 you will just read the information on restoring. If you work at home or any place outside of the Accounting Lab you must have the Quickbooks software. Your textbooks comes with two CD’s. One is a trial version of the Quickbooks software that must be installed on your home computer. Be sure that you register as directed. The other CD has the files that you will be working on and turning in for a grade. They must be installed also. The trial version of Quickbooks is good for 140 days which should take you through the semester.

5. Check your email often.

6. Practice Set Info—Practice Set 1 is Chapter 5 Case Problem #2 Olivia’s Web Solutions page 5-41. Practice Set 2 is Chapter 7 Case Problem 2 on page 7-54 of the textbook.

7. Chapters 6 and 7 do not have files. These chapters teach you to set up new companies. You will need to save your work to your USB. Any work saved to the computer in the Accounting Lab will be erased.

8. If you have a question about your software you will need to see your instructor or an accounting staff member. Please let me or one of the staff know if you have any questions or problems.