INTRODUCTION TO COMPUTERIZED ACCOUNTING  
ACNT. 1311. 63430  
Spring Semester - 2015  
January 20, 2015 to March 20, 2015

Professor: Michael Joseph Tydlaska  
Email: mtydlaska@dccc.edu  
Office Phone Number: 214.860.8590  
Office Number: W-222  
Office Hours: Monday 10:15 PM to 11:15 PM  
Tuesday 10:15 PM to 11:15 PM  
Wednesday 10:15 PM to 11:15 PM

Meeting Days & Time: Online Course – No Meeting Times  
Room Number: Online course – ecampus.dcccd.edu  
Credit Hours: 4 Semester Credit Hours (2 Lecture and 2 Lab)

Division: Business, Computers, Mathematics and Technical Programs  
Office Hours: 8:00 AM CST to 5:30 PM CST (Monday, Tuesday, Wednesday and Thursday)  
8:00 AM CST to 4:00 PM CST (Friday)  
Office Phone: 214.860.8848  
Office Location: W-210

Course Description: Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

Co-Requisite/Concurrent: ACCT 2301, ACCT 2401 or ACNT 1303  
Course Pre-requisites: None

Course Materials/Supplies Needed  
Title: Computerized Accounting Using QuickBooks Pro 2014, Third Edition  
Publisher: Armond D Dalton  
ISBN: 978-0-912503-48

Student Learning Outcomes

- Utilize an application software (QuickBooks) to perform accounting tasks  
- Maintain accounting records and prepare an analyze reports for a business entity  
- Complete a comprehensive Project  
- Explain the components of a general ledger software

Page 1 of 5
Evaluation Procedures: (3 Components of Overall Grade)

**Part 1 - Homework Assignments (Multiple-Choice/True-False Questions)**
At 4% each for a total of Chapter, 3, 4, 6, 7 and 8 = 20%

**Part 2 - Homework Written Assignments – QuickBooks (Rock Castle Construction)**
11 Written Assignments at 4.55% Each Chapters 2, 4, 6 and 8 = 50%

**Part 3 - Final Project = 30%**

**Homework Assignments:**
The Homework assignments must be completed are the Rock Castle Construction problems in each chapter. You are required to answer the questions and complete the parts that require QuickBooks in QuickBooks. There are due dates for the assignments. Late assignments are not accepted. All homework assignments are due by 11:59 PM CST on the date specified on the course website.

**Final Project:**
The Final Project is posted on the course website at ecampus.dcccd.edu. The assignment is Chapter 09 of Textbook 1 of 1. The project relates to Warren Sports Supply. You are to follow the directions for Option C starting on page 9-49 and ending on page 9-68. I will provide more information as the course progresses. The due date is for the project is March 18, 2015 by 11:59 PM CST. I will not accept any late assignment.

**Instructor Attendance Policy:**
There is not an attendance policy for the course. The course is an online course. It is recommended that you sign online each day to the course on blackboard at ecampus.dcccd.edu. It is imperative that you check the announcements page each time you sign on. The due dates for all assignments will be posted in blackboard. Blackboard is the Learning Management Systems for Mountain View College. The Uniform Resource Locator for Blackboard is ecampus.dcccd.edu

**Grading Scale:**
There is not a curve or grading adjustment in the course. There is NO rounding of grades.

- 90% to 100% = A
- 80% to 89.9999% = B
- 70% to 79.9999% = C
- 60% to 69.9999% = D
- 59.9999% and below = F

Do not ask for grades and do not state you need a certain grade or need to pass the course for any reason. Those reasons are not valid. There are not any extra credit assignments therefore do not ask for extra credit work.

**Makeup Exam Policy:** There are no make-up quizzes. There is no make-up homework. If you miss a homework assignment the grade is automatically a ‘0’. If you miss a quiz you will receive an automatic 0.

**College Sponsored Events:** If you are involved with any College Sponsored Events that interfere with the course please inform me.
Electronic Devices: It is your responsibility to have access to the Internet. The college does not purchase Internet access for you to complete your work off campus. It is best to have a high speed Internet such as DSL, Cable or Fiber Optics. A dial up Internet connection will not be sufficient for the course.

Certification Procedures: To be certified for the course you are required to complete the ‘Certification Quiz’ and obtain a 100%. There are unlimited attempts for you to achieve 100%. The deadline to complete the ‘Certification Quiz’ is January 27, 2015 by 6:00 pm CST. If you do not complete the Certification Quiz by January 27, 2015 before 6:00 PM CST with a 100% you will not be certified for the course. You must score a 100% on the Certification Quiz to be certified for the course.

The withdraw date for this class is February 28, 2015. You must initiate and complete the withdrawal of the course. I cannot withdraw you from the course.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

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. 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/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/ for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Honesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).
## Mountain View College Syllabi Information

<table>
<thead>
<tr>
<th>Institutional Policies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stop Before You Drop</strong></td>
<td><strong>6Drop</strong></td>
</tr>
<tr>
<td>For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 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 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: <a href="https://econnect.dcccd.edu/eConnect/droppingfacts.html">https://econnect.dcccd.edu/eConnect/droppingfacts.html</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Withdraw Policy</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Repeating a Course</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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: <a href="http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx">http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Financial Aid</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid will not be granted to students who have been certified as not attending by the certification date. In lecture classes, students must attend class prior to the certification date. Online students should follow the certification procedures as noted within the class syllabus. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. 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. If you are receiving financial aid grants or loans, you must begin attendance in all classes. 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 funds.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Academic Dishonesty</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADA Statement</strong></td>
<td>Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Religious Holidays</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
| Campus Emergency Operation Plan and Contingency Plan. | Mountain View College has developed policies and procedures for dealing with emergencies that may occur on campus. A synopsis of emergency procedures can be found at: [http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx](http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx).  

**Contingency Plan:** Mountain View College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect. |
| Disclaimer Reserving Right to Change Syllabus | The instructor reserves the right to amend a syllabus as necessary. |