INSTRUCTOR INFORMATION:
Instructor: Keith Engler
Phone: 972-238-6140
e-mail: keithengler@dcccd.edu
Office: By appointment
Office Hour: By appointment.

COURSE MATERIALS:
Course Textbook: QuickBooks Pro 2014: Comprehensive; Author - Trisha Conlon (formerly Trisha Hakola)
New Textbook & eBook both include Student Trial Version QuickBooks 2014 with 140 day access to full QB program.
Student support materials from the publisher website: http://www.lablearning.com/QuickBooks-Pro-SSM/

COURSE DESCRIPTION:
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on the QuickBooks 2014 general ledger package.

COURSE OBJECTIVES:
The student will be able to maintain accounting records in QuickBooks 2014, from set up of a new company through processing payroll.

In addition, tell me about yourself and why you are taking this course. Include any questions you have about the course in this initial communication.

COURSE COMMUNICATIONS:
Active communication is vital in every Learning Environment. You begin this process by interacting with fellow students in your classroom. Communications with your fellow classmates through the Question and Answer Discussion Forum can help you stay in touch outside the classroom. To maintain regular, consistent course communications please adhere to the following guidelines.

- **eMail**: eMail communications with your instructor should be limited to personal, individual situations requiring a private audience between you and your instructor. In these situations your instructor will strive to respond to your mail within 24 hours during a regular school hours time frame. Responses during off-hours will be prompt but could be at longer timing.

- **Discussion Board Forum**: The preferred method of communication outside the classroom is through Open Discussions through the eCampus Discussion Board. (“Discussion Boards” tab)

- **Course Question, Answer and Discussion Forum**: Use this forum for any and all course questions or inquiries. Posting questions here will allow all students in the class to share in the same information.

  Your instructor will review this forum regularly and will respond to all questions asked. **Do not send eMail to the instructor for course content questioning. Use this forum instead.**

  Please use clear, concise header information for each of your threads and responses. Use wording that will clearly identify the problem or topic presented for discussion and resolution.

- **Office Hours / Personal Conference**: If your instructor has posted Office Hours you are free to drop-in at the appointed location for open discussion during this time frame. If no office hours are posted or, if you need to meet with your instructor outside this time frame call or email for an appointment at a time convenient with all parties involved.
Workplace/SCANS/Intellectual Competencies:

1. Manage Resources:
   - Manage time in order to complete class assignments and exams
   - Learn how organizations make decisions to manage and allocate scarce resources (Specific examples include management and control of cash, inventories, materials, and labor.)

2. Work with information:
   - Acquire and evaluate relevant information for decision making
   - Organize and maintain accounting information using a variety of accounting systems
   - Interpret and communicate relevant information in financial statements and other accounting reports
   - Process information with computers using electronic spreadsheets and other software

3. Apply systems knowledge:
   - Understand various accounting systems and effectively evaluate related information
   - Learn how to monitor/control accounting systems

4. Use Technology:
   - Access appropriate electronic databases to obtain decision-supporting information
   - Build appropriate models and simulations using electronic spreadsheets and other software
   - Acquire skills through technology-based learning modules when available and appropriate

5. Demonstrate Basic Skills:
   - Place information in appropriate context when reading, writing, speaking, and listening.
   - Express information and concepts with conciseness and clarity when writing and speaking.
   - Measure items using appropriate methods of measurement.

6. Demonstrate Thinking Skills:
   - Make valid and reliable evaluations of information
   - Evaluate the significance of evidence or facts
   - Verify information for problem definition and solution
   - Seek consensus where appropriate
   - Consider unconventional approaches and solutions to problems
   - Know when to follow directions, question plans or seek help

7. Exhibit Personal Qualities:
   - Cultivate growth in personal conduct and capabilities
   - Diagnose the need for change and take appropriate action to gain competencies
   - Recognize situations where professional ethical standards apply and behave accordingly
   - Accept professional development as a life-long process

ASSESSMENT MEASURES:
Workplace/SCANS/Intellectual Competencies:
Assessing Resource Management, Information, Systems, Technology, Basic, and Thinking Skills
- Software application projects
- OnLine Assignment, Quizzes and Examinations
- Classroom participation/attendance

Assessing Interpersonal Skills and Personal Qualities
- Class Teamwork
- Discussion Boards
- Critique

Program Student Learning Outcomes:
1. Accounting Knowledge:
   - Identify and analyze relevant financial information
   - Record and communicate accounting transactions

2. Computational Skills (Quantitative Skills):
   - Select relevant data and perform appropriate financial calculations

3. Technology:
   - Use technology effectively to perform accounting tasks

4. Critical Thinking (Critical Analysis):
   - Analyze and compare relevant financial information for decision making

5. Communication:
• Read, write, speak, and listen appropriately for academic and career purposes

6. Ethics:
• Recognize ethical dilemmas, make ethical decisions, and provide rationale for decisions

7. Personal Life Skills:
• Possess sufficient life skills to effectively manage personal and professional life

Richland College’s Quality Enhancement Plan:
Learning to Learn: Developing Learning Power
Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/

Grading Structure:

CLASSROOM ATTENDANCE:
It is important that you attend class each Saturday. We will have some form of activity to record your presence in the class each course day. Attendance will be a strong element in your grading structure.

BASIC ACCOUNTING PRINCIPLES:
ACCT 2301, or ACNT 1303 are Pre or Co-Requisites for this class. Many times the student will enter ACNT 1311 without this basic accounting background. The Basic Accounting Review will help establish or refresh your knowledge of basic accounting principles. This will help you in identifying the “Accounting Behind The Scenes” of each QuickBooks business activity performed.

CHAPTER ACTIVITIES:
Each chapter in your textbook has a set of activities that help students strengthen their skills by progressively reducing the amount of direction offered to complete the tasks. This course will require you to complete the tasks in three sections of each chapter:

   Develop Your Skills (DYS): Provide detailed, step-by-step tutorials for students
   Reinforce Your Skills (RYS): Provide additional hands-on practice with moderate assistance to students
   Apply Your Skills: (AYS): Test students’ skills by describing the results without providing specific instructions on how to achieve them.

There is a wide array of project deliverables with each section of every chapter. Textbook expectations change with each activity and instructor requirements may also be different than specific assignment requests. Therefore:

Pay close attention to each assignment module in your eCampus site for instructor specific expectations and requirements for each graded submission. Work through each section of the DYS, RYS, and AYS activities in the textbook but always be aware of instructor expectations for final delivery product!!!

A chapter quiz will be given for each chapter to allow you to show mastery of chapter concepts

Your textbook is divided into three Units:

   Learning Unit 1: Essential Skills
      Chapter 1: Introducing QuickBooks Pro
      Chapter 2: Creating a Company
      Chapter 3: Working with Customers
      Chapter 4: Working with Vendors
      Chapter 5: Banking with QuickBooks

   Learning Unit 2: Advanced Skills
      Chapter 6: Dealing with Physical Inventory
      Chapter 7: Working with Balance Sheet Accounts and Budgets
      Chapter 8: Using QuickBooks for Payroll
      Chapter 9: Working with Estimates and Time Tracking
      Chapter 10: Customizing and Integrating QuickBooks

   Learning Unit 3: Additional Skills
      Chapter 11: Introducing the Accounting Cycle and Using Classes
      Chapter 12: Reporting, Adjusting Entries, and Closing the Books
EXAMINATIONS:
You will have two (2) Unit Exams after Units 1 & 2 and one (1) Comprehensive Final Exam.

Homework Delivery:
All assignments materials will be submitted through your eCampus course site. Do not email any projects to your instructor. Each assignment submitted for grading is to be solely the work of the individual student. You are encouraged to work together in teams but every course activity delivered for grading must reflect your personal effort and ownership. Any instance of copying or sharing another student’s work will result in an assignment grade of Zero (0) for all parties involved. A grade of Zero (0) for the course could also be applied depending on the severity of the incident.

Each Chapter Folder within your eCampus course site will have assignment modules where you will deliver the HW Activities and take the quiz for that chapter. The submissions modules and quizzes will time-out and close at 10:00pm on Friday Night of the posted deadline.

Homework sets for each task submission will be accepted 1 time only. Please make sure all homework tasks are complete, correct, and submitted in the assignment module prior to deadline dates. To maintain a fair and equitable playing field throughout the course there will be No Extensions on Homework Assignments. Any advantage given to one student must benefit all students. It is extremely unlikely that granting an assignment extension will provide benefit to all. Therefore you will be offered 100 points in extra-credit exercises to help make up for points lost through unavoidable circumstances of any nature. Please utilize these points in a timely manner.

Extra-Credit Assignment:
If you come upon an unfortunate situation where you are forced to miss a scheduled homework deadline you will be given the opportunity to work an additional project for extra-credit to make up for your loss. You may also deliver this assignment to bolster your grade while having delivered all assigned projects.

One extra credit project will be made available worth 100 points.

GRADING POLICY:

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<thead>
<tr>
<th></th>
<th>Qty</th>
<th>Pts.</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Classroom Attendance/Participation</td>
<td>10</td>
<td>25</td>
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<tr>
<td>Develop Your Skills (DYS)</td>
<td>12</td>
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<td>Reinforce Your Skills (RYS)</td>
<td>12</td>
<td>25</td>
<td>300</td>
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<tr>
<td>Apply Your Skills (AYS)</td>
<td>12</td>
<td>25</td>
<td>300</td>
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<tr>
<td>Chapter Quizzes</td>
<td>12</td>
<td>25</td>
<td>300</td>
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<tr>
<td>Unit Exams (Units 1 &amp; 2)</td>
<td>1</td>
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<td>300</td>
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<tr>
<td>Final Examination (comprehensive)</td>
<td>1</td>
<td>200</td>
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Grading Scale:
1755 – 1950 90% - 100%  A
1560 – 1754 80% - 89%  B
1365 – 1559 70% - 79%  C
1170 – 1364 60% - 69%  D
Below – 1170 & 60%  F

QuickBooks 2014:
Your textbook comes with a timed version of QuickBooks 2014. This will allow you to load the software on your home computer for practice and homework away from campus. The version of QuickBooks currently loaded on all Richland College computers is QuickBooks 2014.

Please be aware that QuickBooks is not backward compatible. Files created in newer versions will not open or operate on older versions. If you create files on a newer version I will not be able to open and grade your assignments. If you are working on an older version you will not be able to access course materials from QuickBooks 2014. QuickBooks 2014 is available in the Del Rio Open Computer Lab in D-257 and also on a few computers in The Learning Center, M-216.

Richland Campus Computers:
The computers in the classrooms and labs on campus will not store your data on the local drives!!! Anything left on the computer when it is turned off will be deleted. You are responsible for maintaining your data throughout the class. Be sure you do not leave anything on the classroom or lab computers.
Naming Standards:
All QuickBooks files and any other documents delivered to the instructor for course materials should follow the naming convention presented in the textbook: Assignment Name, YOUR LastName; followed by the first initial your first name; For a student named Mary Smith delivering the Develop Your Skills assignment for Chapter 1, you would save and deliver the file named in this manner: DYS1 smith m.qbb (QuickBooks Backup)

Any assignment files not properly marked will be hard to identify and will risk the probability of not being graded!

Withdrawal Policy: 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:

Thursday, April 16, 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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6101 or 6104 (Thunderduck Hall, T170), or contact the division office.

Academic Progress:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

Institution Policies:
For Institution Policies, please refer to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf or the Richland website www.richlandcollege.edu

The instructor reserves the right to amend this syllabus as necessary.
<table>
<thead>
<tr>
<th>Class Date</th>
<th>Chapter/Classroom Lessons</th>
<th>Required Assignments</th>
<th>Classroom Points</th>
<th>HW Points</th>
<th>Develop Your Skills (DYS)</th>
<th>Reinforce Your Skills (RYS)</th>
<th>Apply Your Skills (AYS)</th>
<th>Quiz Points</th>
<th>HW &amp; Quiz Due Date 10:00 pm</th>
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<tr>
<td>Saturday January 24</td>
<td>Chapter 1: Introducing QuickBooks Pro</td>
<td></td>
<td>25</td>
<td>75</td>
<td>DYS – RYS – AYS (25 pts ea)</td>
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<td>Chapter 2: Creating a Company</td>
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<td>Friday February 06</td>
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<td>Saturday February 07</td>
<td>Chapter 3: Working With Customers</td>
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<td>25</td>
<td>75</td>
<td>DYS – RYS – AYS (25 pts ea)</td>
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<td>Saturday February 14</td>
<td>Chapter 4: Working With Vendors</td>
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<td>Chapter 5: Banking With QuickBooks</td>
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<td>25</td>
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<td>Friday February 27</td>
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<tr>
<td>Saturday February 28</td>
<td>9:00am – 11:00am Exam 1: Covers Basic Accounting and Textbook Chapters 1 -5</td>
<td>Exam 1 - 150</td>
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<td><strong>Extra-Credit Project Opens 12:00am Sunday, February 29</strong></td>
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<td>Chapter 7: Working With Balance Sheets Accounts &amp; Budgets</td>
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<td>Saturday March 14: No Class:</td>
<td>Chapter 8: Using QuickBooks for Payroll</td>
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<td>Saturday March 21</td>
<td>Chapter 9: Working With Estimates and Time Tracking</td>
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<td>Chapter 10: Customizing and Integrating in QuickBooks</td>
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<td>Saturday April 11</td>
<td>9:00am – 11:00am Exam 2: Covers Chapters 6-10</td>
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<td>Saturday April 18</td>
<td>Chapter 11: Introducing the Accounting Cycle and Using Classes</td>
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<td>Chapter 12: Reporting, Adjusting Entries, and Closing the Books</td>
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<td>Saturday May 02: No Class:</td>
<td><strong>Saturday May 09</strong> 9:00am – 11:00am Final Exam: Covers All Course Materials</td>
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