INTRODUCTION TO COMPUTERIZED ACCOUNTING
ACNT. 1311. 63470
January 20th to March 12th 2016

Professor: Cencelia M. Pierre, CPA, MSA, MBA
Email: cpierre@dcccd.edu
Office Phone Number: 214.860.8640
Office Number: W-219
Office Hours: Friday 2:00 PM to 6:00 PM

Meeting Days & Time: Wednesday and Friday 12:00PM to 1:50PM
Room Number: W105-A
Credit Hours: 4 Semester Credit Hours (2 Lecture and 2 Lab)

Division: Career and Technical Education 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: QuickBooks Complete 2015
Publisher: Sleeter Group – Doug Sleeter
ISBN: 978-1-942417-06-4

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

Evaluation Procedures: (3 Components of Overall Grade)
Part 1 - Homework Assignments (Multiple-Choice/True-False / Completion Questions)
at 4.285% each for a total of Chapter 1 through 7 = 30%
Part 2 – Exams – Chapters 1 through 7 at 10 points – 70%

Homework Assignments:
The Homework assignments must be completed are the end of 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. You must complete all Review Questions and Problems.

The Homework Assignments are to be submitted at the beginning in class. They must be typed. No hand-written assignments will be accepted.

Exams:
Exams will be completed during class and submitted at the end of the period. Please see the syllabus for exam dated.

Instructor Attendance Policy:
This course is a combination of lectures and lab hours. We will meet once a week to address and questions you may have and submit homework assignments. We may meet the second day in the week for exams; if needed. It is imperative that you check the announcements page each time you sign on blackboard. 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: The certification date for this course is January 26, 2016.
The withdraw date for this class is **February 25, 2016.** 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 DCCC D Code of Student Conduct published in the DCCC D Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm).

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/](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.).
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<th>Institutional Policies</th>
<th>Mountain View College Syllabi Information</th>
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<td><strong>Stop Before You Drop</strong></td>
<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>
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<td><strong>Withdraw Policy</strong></td>
<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>
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<td><strong>Repeating a Course</strong></td>
<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>
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