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 2015Comprehensive w/140 day trial**
This book when new comes with a 140 day version of the QuickBooks trial software which is required for the class. If you do not have the software, I recommend a new book to make sure that the software is available to you. We will not be using the e-lab component of the book.

Instructor Information
Instructor: Rebecca Knickel, CPA
E-mail: bknickel@dccd.edu

General Information and course dates:
Course Credit Hours: 3

Important Course Dates
- Start Date 07/11/2017
- Certification Date 07/13/2017
- Withdrawal Date 07/28/2017
- End Date 08/03/2017

College Policies link:
[http://www.brookhavencollege.edu/about/vpi/Pages/Syllabus-Addendum.aspx](http://www.brookhavencollege.edu/about/vpi/Pages/Syllabus-Addendum.aspx)

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)  
(WECE End-of-Course Outcomes)

Upon completion of this course students should be able to:

1. Utilize 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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<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
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<tr>
<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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<tr>
<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 or three assignments generally worth about 25 points per chapter. 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. The remaining 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 2015. 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 given at Brookhaven College will be free to students enrolled in this class due to grant funding. This is a proctored exam and will require going to a proctoring site. A fee will be required at testing sites other than Brookhaven College. Testing will take place in the last month of class.

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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<tr>
<td>POINTS EARNED</td>
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<tr>
<td>900 – 1000</td>
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<td>Date</td>
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| 07/11 | Getting Started Activities  
Appendix A: Need to Know Accounting  
Chapter 1 – Introducing QuickBooks Pro |
| 07/12 | Chapter 2 – Creating a Company |
| 07/13 | Chapter 3 – Working with Customers |
| 07/14 | Chapter 4 – Working with Vendors |
| 07/17 | Chapter 5 – Banking with QuickBooks |
| 07/18 | Test 1 due |
| 07/19 | Chapter 6 – Dealing with Physical Inventory  
Start Comprehensive Problem 1 |
| 07/20 | Chapter 7 – Working with Balance Sheet Accounts and Budgets  
Comprehensive 1 – Session 1 Due |
| 07/21 | Chapter 8 – Using QuickBooks for Payroll  
Comprehensive 1 – Session 2 Due |
| 07/24 | Chapter 9 – Working with Estimates and Time Tracking |
| 07/25 | Comprehensive 1 – Session 3 Due |
| 07/26 | Chapter 10 – Customizing and Integrating in QuickBooks Assignments |
| 07/27 | Chapter 11 – Introducing the Accounting Cycle and Using Classes  
Start Comprehensive Problem 2 |
| 07/28 | Chapter 12 – Reporting, Closing the Books, and Adjusting Entries  
Comprehensive 2 – Session 1 Due |
| 07/31 | Final Exam |
| 08/01 | Comprehensive 2 – Session 2 Due |
| 08/02 | Comprehensive 2 – Session 3 Due |
| 08/03 | Wrap Up |
Class Participation
I am glad that you are in this class! I expect you to participate in this class on a consistent and regular basis. I hope you will start on the first day and stay on schedule. I expect you to log into e-Campus at least once each week, keep up with the assignments, and submit them by the due dates. Class progress is your responsibility!

You are welcome to work through this class as quickly as you wish. You are welcome to finish early! Also, I understand that this class is not the only thing going on in your life. If you need to have more time one week, due to your work or your personal situation, I understand. If you fall more than one week behind, please let me know when you plan to check up!

College Policies link:
For information on DCCCD and Brookhaven College institutional policies required as an addendum to this syllabus, go to Syllabus Addendum. It is your responsibility to familiarize yourself with this information and to make sure that you are in compliance. http://www.brookhavencollege.edu/about/administration/vpi/Pages/Syllabus-Addendum.aspx

Academic Dishonesty
Please, please, please complete your own assignments. Academic dishonesty in any form may result in an ‘F’ for this course. This includes submitting the same file as another student, collaborating or getting help on tests, or submitting work that has not been done entirely by you.

Withdrawal Policy
I hope that you will finish this course successfully!! If you participate in class and complete the assignments, you will be successful. If you are unable to complete this course and want to receive a “W”, you must withdraw from the course by the withdrawal date. If you stop attending class and do not withdraw, you will receive a performance grade, which can result in an “F”. Students sometimes drop courses when help is available that would enable them to continue. Please discuss your plans with me first, if you feel the need to withdraw.