Course Name
ACNT 1311 – Introduction to QuickBooks

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 Online Comprehensive (Text, e-book, and e-lab)
Published by Labyrinth Learning, 2017
by Patricia Hartley
ISBN 9781591369745

This book when new comes with access to Quick Books “cloud” software which will be used in this class. We will be using the e-lab component of the book.

Instructor Information
Instructor: La’Portia Hurse
E-mail: lhurse@dcccd.edu

General Information and course dates:
Course Credit Hours: 3

Important Course Dates
Start Date 09/04/2018
Certification Date 09/14/2018
Withdrawal Date 11/07/2018
End Date 12/07/2018

Brookhaven Accounting Help Desk:
Sophia Kwon
Office: M132 located in the M 129 Lab
Phone: 972-860-4376
Hours: Available Monday, Tuesday, Thursday 10 AM to 7:15 PM and Saturdays 10 AM to 3 PM
E-mail: skwon@dcccd.edu

Note: Lab associates are not tutors per se, but are there to answer questions, help with assignments, etc. Call or e-mail them before going to let them know when you are coming and to make sure they will be there and not at a meeting, ill, etc
### 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)

**WECM 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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<tbody>
<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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<tr>
<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 EVALUATION/GRADING SYSTEM

ASSIGNMENTS: 500 POINTS
Each chapter will multiple assignments generally worth about 50 points per chapter. In order to receive credit, you must complete each assignment, submit your assignment, correct the file if necessary, and re-submit your assignment by the due date. The remaining points will be assigned to introductory and end of course activities.

COMPREHENSIVE PROBLEMS: 200 POINTS
During the semester there will two comprehensive problems. Comprehensive problems are found in chapters 6 and 13 and will be worth 200 points.

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. This exam consists of a total of 50 multiple choice and simulation questions. A score of 80% 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 online. Exams are open book, open notes, and open homework. Submitting any work that you did not complete yourself is dishonest and will result in a zero

GRADING SCALE

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<thead>
<tr>
<th>POINTS EARNED</th>
<th>GRADE EARNED</th>
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<tr>
<td>900 – 1000</td>
<td>A</td>
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<tr>
<td>800 – 899</td>
<td>B</td>
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<tr>
<td>700 – 799</td>
<td>C</td>
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<tr>
<td>600 – 699</td>
<td>D</td>
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<tr>
<td>0 - 599</td>
<td>F</td>
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NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.
### ASSIGNMENTS CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
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</table>
| 09/04  | Getting Started Activities  
Chapter 1 – Getting Started with QuickBooks Online |
| 09/10  | Chapter 2 – Setting Up a New Company File                              |
| 09/17  | Chapter 3 – Working with Customers                                     |
| 09/24  | Chapter 4 – Working with Vendors                                       |
| 10/01  | Chapter 5 – Banking and Credit Card Transactions                        |
| 10/08  | Chapter 6 – All in a Day’s Work!  
Comprehensive Project 1           |
| 10/15  | Chapter 6 – All in a Day’s Work!  
Comprehensive Project 1  
Test 1                  |
| 10/22  | Chapter 7 – Managing Inventory                                         |
| 10/29  | Chapter 8 – Working with Balance Sheet Accounts and Budgets  
Chapter 9 – Customizing, Fine-Tuning, and Extending Capabilities |
| 11/05  | Chapter 10 – Staying on Track: The Accounting Cycle, Classes, and Locations  
Chapter 11 – Completing the Accounting Cycle and Reviewing Changes |
| 11/12  | Chapter 12 – Using Payroll in QuickBooks Online  
Test 2                                |
| 11/27  | *Holiday*                                                              |
| 11/19  | Chapter 13 – Bringing It All Together!  
Comprehensive Project 2               |
| 12/03  | Chapter 13 – Bringing It All Together!  
Comprehensive Project 2               |
| 12/07  | Final Exam                                                            |

**Note**: The QuickBooks Users Certification is optional but recommended and free (normally $150) for students successfully completing this course. It requires an appointment. Email Sophia at skwon@dcccd.edu to reserve your date and time.
**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/syllabusaddendum

**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.