INSTRUCTOR INFORMATION:
Instructor: Kevin Kawanishi
Phone: 972-761-6821
e-mail: kkawanishi@dccc.edu
Office: Bonham Hall B224
Office Hour: By Appointment

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 Desktop general ledger package.

COURSE MATERIALS:
Course Textbook: - QuickBooks Desktop 2018: Comprehensive;
Authors: - Risa R. Neiman & Kristine Bunyea, MSEd

PRE-REQUISITES:
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.

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.

COURSE OBJECTIVES:
The student will be able to maintain accounting records in QuickBooks Desktop 2018, from set up of a new company through processing payroll.

QUICKBOOKS PRO/PREMIER ACCOUNTANT 2018:
New Textbook & eBook both include Student Trial Version QuickBooks 2018 with 140 day access to full QB program. 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 Desktop 2018.

Student support materials from the publisher website: http://www.lablearning.com/QuickBooks-Pro-SSM/

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 2018.

QuickBooks 2018 is installed in our classroom, the Del Rio Open Computer Lab in D-257 and on a few computers in The Learning Center, M-216.
Workplace/SCANS/Intellectual Competencies:

1. Manage Resources:
   - Manage time to ensure completion of 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/qep/

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 the drop-date specified in the school calendar: Thursday, November 15. Failure to do so will result in your receiving your current performance grade. 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. Additional information may be found at https://www.richlandcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx#withdrawalpolicy

ACADEMIC PROGRESS:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check https://www.richlandcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx#advising for more details.

INSTITUTIONAL POLICIES:
Institutional Policies relating to this course can be accessed from the following link, www.richlandcollege.edu/syllabipolicies

School policy prohibits eating, drinking or smoking in the classrooms.
TEXTBOOK ORGANIZATION:
The textbook has 12 chapters distributed among three Units as follows:

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

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

Learning Unit 3: Additional Skills
   Chapter 11: Introducing the Accounting Cycle and Using Classes
   Chapter 12: Reporting, Adjusting Entries, and Closing the Books

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:
The Email communications with your instructor should be used for personal, individual situations requiring a private audience between you and your instructor. Your instructor will strive to respond to your Email within 24 hours during a regular school hours’ time frame. Responses during off-hours may take longer. Be sure to include your course and section number in your email.

Discussion Board Forum:
The Open Discussions through the eCampus Discussion Board will allow all students in the class to share in the same information. Your instructor will subscribe to this forum and will respond to all questions asked. 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. Please be as specific as possible.

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.

Proactive Policy:
This class is to prepare you for the working world. That world does not accept work late or give special consideration for procrastination. Therefore, be proactive in getting your homework done. Your instructor is here to help, but may not be available to answer questions on the due dates. For example; if the assignment is due at 11:55 p.m. on Saturday and you submit a question that morning, you may or may not receive a response before the assignment is due.
GRADING STRUCTURE:

ATTENDANCE:
It is important that you manage your time wisely. Review the syllabus and be very mindful of the deadlines for assignments and exams. Late assignments and exams will not be accepted. Attendance will be recorded and will be worth up to 50 extra credit points. Extra credit will be applied based on the percentage of the classes attended.

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 following 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 self-assessment will be given for each chapter to allow you to show mastery of chapter concepts

EXAMINATIONS:
You will have two (2) Unit Exams after Units 1 & 2 and one (1) Comprehensive Final Exam.

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 50 points.

GRADING POLICY:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Qty</th>
<th>Pts.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started Survey</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Introduction &amp; Responses</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Develop Your Skills (DYS)</td>
<td>12</td>
<td>30</td>
<td>360</td>
</tr>
<tr>
<td>Reinforce Your Skills (RYS)</td>
<td>12</td>
<td>30</td>
<td>360</td>
</tr>
<tr>
<td>Apply Your Skills (AYS)</td>
<td>12</td>
<td>30</td>
<td>360</td>
</tr>
<tr>
<td>Chapter Self-Assessments</td>
<td>12</td>
<td>25</td>
<td>300</td>
</tr>
<tr>
<td>Unit Exams (Units 1 &amp; 2)</td>
<td>2</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>Final Examination (comprehensive)</td>
<td>1</td>
<td>200</td>
<td>200</td>
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<tr>
<td>Total Course Points</td>
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<td>2000</td>
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<tr>
<td>Attendance/Extra-Credit Assignment</td>
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<tr>
<td>Total Points Available</td>
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Grading Scale:

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<th>Total Points Earned</th>
<th>Percentage of 2000 Points Possible</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>1800 to 2100</td>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>1600 – 1799</td>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>1400 – 1599</td>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>1200 – 1399</td>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 1199</td>
<td></td>
<td>F</td>
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</table>

HOMEWORK DELIVERY:
All assignment 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. 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 self-assessment for that chapter. The submissions modules and quizzes will time-out and close at 11:55 p.m. the 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.

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 first initial of your first name, followed by your last 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 MSmith.qbb (QuickBooks Backup)

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

The instructor reserves the right to amend this syllabus as necessary.
<table>
<thead>
<tr>
<th>11:55 pm Completion Date</th>
<th>Chapter/Classroom Lessons</th>
<th>HW Points</th>
<th>Required Assignments</th>
<th>Self Assessment Points</th>
<th>Exam Points</th>
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</thead>
<tbody>
<tr>
<td>Sat, Sep 1</td>
<td>Chapter 1: Introducing QuickBooks Pro</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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</tr>
<tr>
<td>Sat, Sep 8</td>
<td>Chapter 2: Working with Customers</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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<tr>
<td>Sat, Sep 15</td>
<td>Chapter 3: Working with Vendors</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
<td></td>
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<tr>
<td>Sat, Sep 22</td>
<td>Chapter 4: Performing Banking Tasks</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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<tr>
<td>Sat, Sep 29</td>
<td>Chapter 5: Creating a Company File</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sat, Oct 6</td>
<td>Exam 1: Covers Basic Accounting and Textbook Chapters 1 -5 (Available Sun, Sep 30)</td>
<td>200</td>
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<tr>
<td>Sat, Oct 13</td>
<td>Chapter 6: Managing Physical Inventory</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra-Credit Project available Sunday, Oct 14</td>
<td></td>
<td></td>
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<tr>
<td>Sat, Oct 20</td>
<td>Chapter 7: Working with Balance Sheets Accounts &amp; Budgets</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sat, Oct 27</td>
<td>Chapter 8: Using QuickBooks for Payroll</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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<tr>
<td>Sat, Nov 3</td>
<td>Chapter 9: Job Costing, Creating Estimates and Time Tracking</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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<tr>
<td>Sat, Nov 10</td>
<td>Chapter 10: Customizing and Integrating in QuickBooks</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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<tr>
<td>Sat, Nov 17</td>
<td>Exam 2: Covers Chapters 6-10 (Available Sun, Nov 11)</td>
<td>200</td>
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<tr>
<td>Sat, Nov 24</td>
<td>Last day to submit Extra-Credit Project</td>
<td></td>
<td></td>
<td>Extra credit points 50</td>
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<tr>
<td>Sat, Dec 1</td>
<td>Chapter 11: Introducing the Accounting Cycle and Using Classes</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sat, Dec 8</td>
<td>Chapter 12: Reporting, Adjusting Entries, and Closing the Books</td>
<td>90</td>
<td>DYS – RYS – AYS (30 pts ea)</td>
<td>25</td>
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</tr>
<tr>
<td>Thu, Dec 13</td>
<td>Final Exam: Covers All Course Materials (Available Fri Dec 7)</td>
<td>200</td>
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<tr>
<td>Attendance (percentage of classes attended x 50)</td>
<td>Extra credit points 50</td>
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<tr>
<td>Totals</td>
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<td>Extra Credit Total 100</td>
<td>Quiz Total 300</td>
<td>Exam Total 600</td>
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