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, 2019
by Patricia Hartley
ISBN 9781640611924

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: LaPortia Hurse
E-mail: lhurse@dcccd.edu

General Information and course dates:
Course Credit Hours: 3

Important Course Dates
Start Date 09/03/2019
Certification Date 09/09/2019
Withdrawal Date 10/09/2019
End Date 10/21/2019

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: 490 POINTS
Each chapter will require multiple assignments generally worth about 50 points per chapter. Chapter assignments can be submitted in eLab for immediate feedback and suggested corrections. All assignments must be submitted in eCampus for grading. If you utilize the feedback file in eLab please make corrections to your report prior to submitting for credit in eCampus. The remaining points will be assigned to introductory and end of course activities.

COMPREHENSIVE PROBLEMS: 210 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 unit exams and a final exam during the semester. Unit 1 and 2 exams are worth 100 points each. The final which is comprehensive, is also worth 100 points. Exams are taken in eLab http://www.labyrinthelab.com/.

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 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. A fee will be required at testing sites other than Brookhaven College. This is a proctored exam and will require going to a proctoring site. Testing will take place after the Summer II session, a schedule of exam dates will be sent via email.

OTHER INFORMATION CONCERNING EVALUATION/TESTING
All required course exams are administered 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

<table>
<thead>
<tr>
<th>POINTS EARNED</th>
<th>GRADE EARNED</th>
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<tbody>
<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>
</tr>
<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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
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| Week 1  | Getting Started Activities  
Chapter 1 – Getting Started with QuickBooks Online                                               |
| Week 2  | Chapter 2 – Setting Up a New Company File  
Chapter 3 – Working with Customers                                                                |
| Week 3  | Chapter 4 – Working with Vendors  
Chapter 5 – Banking and Credit Card Transactions                                                  |
| Week 4  | Chapter 6 – All in a Day’s Work!  
Comprehensive Project 1  
Test 1                                                                                           |
| Week 5  | Chapter 7 – Managing Inventory  
Chapter 8 – Working with Balance Sheet Accounts and Budgets  
Chapter 9 – Customizing, Fine-Tuning, and Extending Capabilities                                   |
| Week 6  | Chapter 10 – Staying on Track: The Accounting Cycle, Classes, and Locations  
Chapter 11 – Completing the Accounting Cycle and Reviewing Changes  
Chapter 12 – Using Payroll in QuickBooks Online                                                  |
| Week 7  | Test 2  
Chapter 13 – Bringing It All Together!  
Comprehensive Project 2                                                                         |
| Week 8  | Final Exam  
Wrap up                                                                                         |

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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 catch 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. www.brookhavencollege.edu/syllabipolicies

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.