INSTRUCTOR INFORMATION:
Instructor: Cencelia Pierre, CPA, MSA, MBA
Phone: (214) 860-8640
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Office: W220C
Office Hour: By Appointment only

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
Publisher: - Labyrinth Learning:

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.

Mountain View College 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 Mountain View 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.

IMPORTANT DATES:
1. Course Date: Aug. 26 – Oct. 16, 2019
2. Census/Certification Date: Aug. 31, 2019
3. Drop with a “W”: Oct 3rd
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

MOUNTAIN VIEW COLLEGE’S QUALITY ENHANCEMENT PLAN:
Learning to Learn: Developing Learning Power

Mountain View 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 https://www.mountainviewcollege.edu/aboutmvc/qep/pages/default.aspx

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: October 3, 2019. 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.

Additional information may be found at https://www.mountainviewcollege.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.mountainviewcollege.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.mountainviewcollege.edu/syllabipolicies