



Term: Fall 2018 (8-Week Course: Session1)

Course: ACNT-1311-41430

Course Dates: 8/27/2018 - 10/18/2018 **Class**

Location: INET

Instructor:	Katrina Stevens "Professor Stevens"
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Office & Office Hours:	C236 Scheduled upon request

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Course Drop Date:	October 5, 2018
Disclaimer:	The instructor reserves the right to amend this syllabus as necessary.
Institutional Policies:	Eastfield College Institutional Policies (https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

Course Title: Introduction to Computerized Accounting Using QuickBooks

Course Description: Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Course Prerequisites

Completion of ACCT 2301 is required for enrollment. It is suggested that students successfully complete all developmental reading and math courses prior to enrolling into any accounting courses.

Course Objectives

These performance objectives are directly related to the student learning outcomes (SLOs). Given a standard, double-entry based general ledger system maintained on an accrual basis and using generally accepted accounting principles and procedures, during the class you will do the following:

1. Customize the QuickBooks application.
2. Perform transactions related to a company's banking, sales, purchases, inventory, and payroll.
3. Understand and prepare financial statement reports and graphs.
4. Understand and complete accounting transactions for a service and merchandising business.
5. Strengthen critical thinking and analytical skills.

Student Learning Outcomes

Upon the successful completion of this course and with the guidance of an experienced accountant, you will be competent to perform the following tasks at an introductory level with 70% accuracy for a service or merchandising business:

- Utilize an application software to perform accounting tasks;
- Maintain records and prepare and analyze reports for a business entity;
- Complete a comprehensive project; and
- Explain the components of general ledger software.

Course Overview

Detailed assignment information will be posted online in eCampus. You may use this section to track your points for each chapter.

- Final Grades are calculated based on the total points earned by the student on all assignments.
- **INSERT your** "POINTS EARNED" and "CUMULATIVE POINTS EARNED" in the chart below. Divide the "CUMULATIVE POINTS EARNED" column by the "CUMULATIVE POINTS POSSIBLE" column to determine your current grade average at any given time during the semester.

ASSIGNMENT	TOPICS/READING	POINT VALUE	CUMULATIVE POINTS POSSIBLE	POINTS EARNED	CUMULATIVE POINTS EARNED
Chapter 2 Homework	Examining a Sample Company	67	67		
Chapter 3 Homework	Creating a New Company	67	134		
Chapter 4 Homework	Recording Operating Activities: Sales and Cash Receipts	67	201		
Chapter 5 Homework	Recording Operating Activities: Purchases and Cash Payments	67	268		
Chapter 6 Homework	Recording Investing and Financing Activities	67	335		
Chapter 7 Homework	Recording Payroll Activities	67	402		
Chapter 8 Homework	Creating Budgets and Bank Reconciliations	67	469		
Chapter 9 Homework	Recording Adjusting Entries	66	535		
Chapter 10 Homework	Creating Financial Statements and Reports	65	600		
Comprehensive Case	Chapter 10 Case 2	400	1000		
Class Preparation Extra Credit	<ul style="list-style-type: none"> • Checklist • Syllabus Understandings • Ch 1 Questions 	5 10 10	25		

Required Course Materials

TEXTBOOK: "Using QuickBooks® Online for Accounting" 2nd Edition by Glenn Owen

- TEXTBOOK Bundle (Sold in the EFC Bookstore): Textbook **with** QuickBooks Online access ISBN: 978-1-337-39987-6

A. INTERNET ACCESS TO ECAMPUS – Paperless Communication & Course Documents

<https://blackboard2.dcccd.edu/>

1. Course Announcements & Updates
2. Syllabus
3. Course Calendar
4. Practice Problem Solution
5. PowerPoint Lectures

B. QuickBooks Online Software and Microsoft Excel

1. QuickBooks Online course software for completing chapter practice tutorials, homework, and comprehensive cases
2. Microsoft Excel software used to transfer/export your completed QuickBooks assignments. Completed Excel files must be uploaded to eCampus for submission and grading. Students MUST have Microsoft Excel to successfully submit work in this course.

C. CLASS MATERIAL

1. Textbook
2. Flash drive (recommended for backup of QuickBooks data files)
3. Calculator (not a cell phone)
4. Pencils
5. Organized Notebook
6. Computer with Microsoft Word, Excel, PowerPoint, & Adobe Acrobat

Grading

ASSIGNMENTS	POINT VALUE	%OF GRADE	GRADING SCALE		
A. Chapter Homework in eCampus	600	60%	900-1000	A	90-100
B. 1 Comprehensive Case uploaded to eCampus	400	40%	800-899	B	80-89
			700-799	C	70-79
			600-699	C	60-69
C. COURSE TOTAL	<u>1,000</u>	100%	0-599	F	0-59

Grading Notes: Final Grades are calculated based on the total points **earned** by the student on assignments. Grade percentages posted in eCampus reflect the above grading chart. Any grade inflation (not to exceed 10 points) is at the discretion of the Instructor based on the student's effort in: attendance, meeting deadlines, character, work ethics, attitude, class participation, and cooperation. An Incomplete may be requested by the student when an unforeseen emergency prevents the student from completing the course. Approval for an incomplete is at the discretion of the Instructor with sufficient justification from the student. The student may have up to 90 days following the first day of the next regular semester to complete missing assignments, if this agreement is not completed by the due date the student will receive the grade earned. Questions regarding grades can be discussed during pre-arranged hours. The instructor reserves the right to amend this syllabus as deemed necessary.

Assignment Details

Assignments are structured to assist you in learning the material, by chapter, necessary to be successful in this course and should be completed in the following order. Due Dates are posted in eCampus.

1. Read the chapter focusing on topics associated with assignments;
2. View the Video Demonstrations – in eCampus;
3. Follow the assignment steps in the textbook;
4. Upload completed assignments to eCampus for grading;

HOMEWORK (HWK) – 600 points = 50% of grade 1.

There are nine graded homework assignments.

2. Homework content is comprised of problems in the textbook. You will primarily be completing Case 2 for each chapter.
3. Completed assignments must be uploaded to eCampus for grading.

Comprehensive Case – 400 points = 40% of grade

1. Chapter 10, Case 2 will serve as the comprehensive case for this course, as it requires you to demonstrate the skills learned in Chapter 10 and previous chapters.
2. Be sure to follow all instructions in the textbook and upload the required documents into eCampus for grading.

ONLINE ~VS.~ CLASS LECTURE

Online accounting courses are **very intensive and extremely challenging**. They are designed for self- motivated individuals who can work on their own without much instruction, and they require a **disciplined approach** to independent learning. If you were enrolled in a comparable 8-week on-campus accounting course, you would be expected to attend class 3 hours a week plus spend a minimum of approximately 5 hours per week studying and completing homework. To be successful in this online accounting course, you should be prepared to spend a minimum of 16 hours per week for this course. (Time required varies greatly based on individual backgrounds and aptitude.) Because you do not have the day-to-day classroom directed activities, **you may find that online courses require more time than on- campus classes**. If this style does not fit your requirements, please consider registering for an on-campus section of this course.

Note: This course is a distance learning course using Dallas Community Colleges eCampus system. This course is identical to the classroom course in terms of learning outcomes, competencies, and instructor expectations. Students will use educational tools to assist in communicating and collaborating with fellow students and faculty, while enhancing the learning experience. Details regarding distance learning courses can be found on www.dcccd.edu website. There will not be an on-campus lab for this course. The student may register for either, but may receive credit for only one of the two courses. Three (3) Credit Hour Lecture Course.

Attendance and Participation

If you do not attend classes, you could lose your financial aid. You must attend and participate in your on-campus or online course(s) before the course certification date and continue beyond the course withdrawal date.

Your instructor is also required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet this attendance requirement, you must participate in an academic-related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer-assisted instruction, attending a study group that is assigned by the instructor, or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not enough by itself to demonstrate academic attendance. You must show that you are participating in your online class and are engaged in an academically related activity as described above.

Withdrawing From Classes

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also

affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).