

Basic Course Information

Semester	Fall 2014	Instructor Name	Alison Jill Brock
Course Title & #	CIS 108, Computer Accounting-QuickBooks	Email	alison.brock@imperial.edu
CRN #	10256	Webpage (optional)	See class Blackboard page
Room	3109	Office	1713
Class Dates	8/18-12/8	Office Hours	M: 12:00-12:30 T: 12:30-2:00 R: 12:30-2:00 F: 10:15-10:45
Class Days	Mondays/Wednesdays	Office Phone #	760-355-6485
Class Times	8:00 – 10:05 a.m.	Office contact if student will be out or emergency	Use email address above
Units	3		

Course Description

In this practical course students have an opportunity to utilize computerized financial software currently used in business. (CSU) Prerequisite: BUS 010 or BUS 210

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: (1) Record and report routine business transactions using QuickBooks. (ILO2, ILO3), (2) Perform end-of-period accounting procedures, including adjusting entries and a bank reconciliation.(ILO2, ILO3) (3) Setup a new company in QuickBooks. (ILO1, ILO2, ILO3).

Course Objectives

Upon satisfactory completion of the course, students will be able to: (1) Demonstrate the use of the general ledger module of a computerized accounting package, (2) Show the entries to the billing module of a current accounting package, (3) Discover how to use the cash receipts, purchasing, and Cash payments module in an accounting package, (4) Model the periodic operations of the accounting package, (5) Demonstrate their mastery of microcomputer accounting theories, (6) Explain the entries for the accounts receivable and accounts payable modules, (7) Construct basic and advanced reports from an up-to-date accounting software package, (8) Experiment with a case study for a company, (9) Pattern the set up and process of a payroll for a company.

Textbooks & Other Resources or Links

Horne, Janet. QuickBooks 2013: A Complete Course (w/Quickbooks CD), Pearson. (ISBN 133023354)
Also, a ruler is helpful but not required.

Course Requirements and Instructional Methods

This course is designed to teach computerized accounting through nine hands-on lessons and two comprehensive practice sets. You will perform common accounting procedures that will prepare you for real-world experiences using fictitious companies. These lessons will be completed in the computer lab during class sessions. You must complete your own work. At the end of each session, turn in all documents, as instructed, through Blackboard.

Between class sessions you will complete short written exercises to reinforce the lab work. You will also read the next lesson in the textbook. Additionally, there will be three **theory exams** with no make-up testing. (I suggest you put the dates on your calendar now.)

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

- A 90% -100%
- B 80% - 89%
- C 70% - 79%
- D 60% - 69%
- F 0% - 59%

Grades will be posted regularly on Blackboard. You may earn up to 1,000 points, as follows:

- 400 points on lab assignments (50 points per chapter, Chapters 2 through 9)
- 50 points on Practice Set 1
- 150 points on Practice Set 3 (notice we will *not* complete Practice Set 2)
- 150 points on homework (approx. 17 points per chapter, Chapters 1 through 9)
- 250 points on theory exams (approx. 83 points each, 3 exams)

Therefore, to earn an A, you must earn at least $(1,000 \times 90\%)$ 900 points. To earn a B, you must earn at least $(1,000 \times 80\%)$ 800 points. And so forth....

All labs, practice sets, and homework are due the Friday before the corresponding theory exam. **Late work is not accepted.**

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.

- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - plagiarism
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

Additional Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule

Week	In Class	Homework Assignment
1	Introductions Theory review: accounting cycle Guided tour of QuickBooks	
2	Lab: Introduction to Quickbooks (Ch. 1)	Chapter 1 exercises Read Chapter 2
3	Theory review: debits/credits Lab: Sales and Receivables: Services (Ch. 2)	Chapter 2 exercises Read Chapter 3
4	Theory review: capitalize v. expense Lab: Payables and Purchases: Service Business (Ch. 3)	Chapter 3 exercises Read Chapter 4
5	Theory review: cash-basis v. accrual-basis accounting and the closing process Lab: End-of-Period Procedures (Ch. 4)	Chapter 4 exercises Review for Exam 1 Read Practice Set 1
6	Theory Exam 1 Lab: Practice Set for a Service Business	Read Chapter 5
7	Theory review: Inventory accounting Lab: Sales and Receivables for Merchandisers (Ch. 5)	Chapter 5 exercises Read Chapter 6
8	Lab: Payables and Purchases for Merchandisers (Ch. 6)	Chapter 6 exercises Read Chapter 7
9	Lab: End-of-Period Procedures for Merchandisers (Ch. 7)	Chapter 7 exercises Review for Exam 2
10	Theory Exam 2; Catch-up	Read Chapter 8
11	Lab: Payroll (Ch. 8)	Chapter 8 exercises Read Chapter 9
12	Lab: Creating a Company in Quickbooks (Ch. 9)	Chapter 9 exercises Read Practice Set
13	Begin Comprehensive Practice Set	
14	Continue Comprehensive Practice Set	
15	Continue Comprehensive Practice Set	Review for Exam 3
16	Theory Exam 3	Congratulations, you did it! :)

Tentative, subject to change without prior notice