

### Basic Course Information

Semester:	<b>Spring 2016</b>	Instructor Name:	<b>Alison J. Brock</b>
Course Title & #:	<b>CIS 108, Computer Accounting-QuickBooks</b>	Email:	<b>alison.brock@imperial.edu</b>
CRN #:	<b>20169</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>3109</b>	Office #:	<b>1713</b>
Class Dates:	<b>2/16-6/10</b>	Office Hours:	<b>M/W 1:00 – 2:15 p.m.; T/R 10:15 – 11:00 a.m.</b>
Class Days:	<b>Tuesdays &amp; Thursdays</b>	Office Phone #:	<b>760-355-6485</b>
Class Times:	<b>8:00-10:05 a.m.</b>	Emergency Contact:	<b>Frances Arce-Gomez 760-355-6361</b>
Units:	<b>3</b>		

### 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

REQUIRED: Horne, Janet. QuickBooks 2013: A Complete Course (w/QuickBooks CD), Pearson. (ISBN 133023354) It is important that you have an unused CD if you plan to complete your QuickBooks assignments using your own computer. 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. Turn in all documents, as instructed, through Blackboard. At the end of each lab, you will complete short written exercises on Blackboard to reinforce the lab work. There will be three theory exams. Discussions will be assigned to maintain regular and effective communication throughout the course.

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

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

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

Points possible	Assignment/Assessment	Details
320	Chapter labs	40 points each X 8
180	End-of-chapter exercises	20 points each X 9
100	Weekly discussions	10 points each X 9 5 points each X 2
40	Practice Set 1	40 points each X 1
120	Comprehensive Practice Set	120 points each X 1
240	Theory exams	80 points each X 3

Due dates are posted on each assignment in Blackboard. **Late work will not receive points.**

### 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  
Academic Senate (Oct/2014)

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 by the instructor.
- 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.

### **Online Netiquette**

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
  1. Identify yourself
  2. Include a subject line
  3. Avoid sarcasm
  4. Respect others' opinions and privacy
  5. Acknowledge and return messages promptly
  6. Copy with caution
  7. Do not spam or junk mail
  8. Be concise
  9. Use appropriate language
  10. Use appropriate emoticons (emotional icons) to help convey meaning
  11. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

### **Academic Honesty**

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills 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 760-355-6313. Please contact them 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.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

<b>Anticipated Class Schedule/Calendar</b>	
<b>Week</b>	<b>Assignment</b>
1	Theory review: accounting cycle Guided tour of QuickBooks
2	Chapter 1 Lab: Introduction to QuickBooks Demo: Open, backup, close, restore backup (QBW v. QBB) Chapter 1 end-of-chapter exercises, weekly discussion
3	Theory review: debits/credits Chapter 2 Lab: Sales and Receivables: Services Demos: How to save as a PDF and submit on Bb, Invoice for A/R and Sales Receipt for cash sales Chapter 2 end-of-chapter exercises, weekly discussion
4	Theory review: capitalize v. expense Chapter 3 Lab: Payables and Purchases: Service Business Demo: Enter bills using Sample Co. Chapter 3 end-of-chapter exercises, weekly discussion
5	Theory review: cash-basis v. accrual-basis accounting and the closing process Chapter 4 Lab: End-of-Period Procedures Demo: Prepaid insurance manual example Chapter 4 end-of-chapter exercises, weekly discussion
6	Lab: Practice Set for a Service Business Weekly discussion <b>Theory Exam 1</b>
7	Theory review: Inventory accounting Chapter 5 Lab: Sales and Receivables for Merchandisers Demo: Discount w/ and w/o a subtotal using Sample Production Co. Chapter 5 end-of-chapter exercises, weekly discussion
8	Chapter 6 Lab: Payables and Purchases for Merchandisers Demo: Purchase Order Chapter 6 end-of-chapter exercises, weekly discussion
9	Chapter 7 Lab: End-of-Period Procedures for Merchandisers Chapter 7 end-of-chapter exercises, weekly discussion
10	Catch-up <b>Theory Exam 2</b>
11	Chapter 8 Lab: Payroll Chapter 8 end-of-chapter exercises, weekly discussion
12	Chapter 9 Lab: Creating a Company in QuickBooks Chapter 9 end-of-chapter exercises, weekly discussion
13 - 15	Comprehensive Practice Set Discussion
16	<b>Theory Exam 3</b>

**\*\*\*Tentative, subject to change without prior notice\*\*\***