

CIS 108 COMPUTER ACCOUNTING (3 Units)

Instructor: Vicki Vioria 760-791-1849

Vicki_Lynn_V@yahoo.com Office: 1713

Course # 10748 Tuesdays and Thursdays 10:15 - 11:55 am

TERM HOURS: 36 Lecture, 36 Lab

LETTER GRADE or PASS/NO PASS

COURSE DESCRIPTION:

Prerequisite: BUS 210 or BUS 010 with grades of "C" or better

Recommended Preparation: CIS 101

A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students, which will help them to gain computer skills. (CSU)

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

1. Apply accounting theories to analyze a transaction, choose an appropriate financial document, and correctly enter a transaction using a business accounting software.
2. Print and analyze financial statements for inconsistencies and revise as necessary.
3. Using proper end of period accounting procedures, prepare adjustments and reconciliations.

TEXTBOOK:

QuickBooks 2012: A Complete Course, Horne

ASSIGNMENTS

Use a folder for printouts from assigned projects. Need Flash Drive to store work.

GRADING:

Grades will be based on the successful completion of each assignment.

Tutorials	40%
End of Section Practice Set	20%
Exams (Mid Term / Final)	20%
Comprehensive Problem	20%

Grading Scale is as follows:

90 - 100% **A** 80 - 89% **B** 70 - 79% **C** 60 - 69% **D**

ATTENDANCE/TARDY POLICY

Your presence in class is very important. Absences hurt your progress.

OTHER POLICIES

Work only on assignments for CIS 108 during class time.

Eat or drink before you come to class to keep our computer equipment in good operating condition.

Be courteous to your fellow classmates. Keep the noise down.

All work submitted for grading must be your own. Cheating will result in a "F" for the assignment and/or an "F" for the course at the Instructor's discretion. (See IVC Catalog for policy.)

*Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible.
Room 2117, Health Sciences Bldg, 760 355-6312.*

CIS 108 COMPUTER ACCOUNTING Fall 2012 Timeline

Wk	Dates	Chap	TOPIC	ASSIGNMENTS / NOTES	Pages	Transmittal
1	21-Aug 23-Aug	1	Orientation Introduction	QuickBooks 2012 & Company Files Sample Service Business	1 - 64	
2	28-Aug 30-Aug	2	Sales and Receivables: Service Business	Computer Consulting Landscape and Pool Service	65 - 137	141
3	4-Sep 6-Sep				142 - 144	145
4	11-Sep 13-Sep	3	Payables and Purchases: Service Business	Turn in Chapter 2 Computer Consulting Landscape and Pool Service	146 - 206 212 - 213	211 214
5	18-Sep 20-Sep	4	General Accounting and End-of-Period Procedures: Service Business	Turn in Chapter 3 Computer Consulting Landscape and Pool Service	215 - 267 272 - 274	271 275
6	25-Sep 27-Sep	2 - 4	Review: Service Business	Turn in Chapter 4 Practice Set: At Your Service Service Business	276 - 283	284 - 285
7	2-Oct 4-Oct		Review for Mid Term Mid Term			
8	9-Oct 11-Oct	5	Sales and Receivables: Merchandising Business	Turn in Practice Set Mountain Sports Resort Clothing	286 - 370 375 - 379	374 380
9	16-Oct 18-Oct	6	Payables and Purchasing: Merchandising Business	Turn in Chapter 5 Mountain Sports Resort Clothing	381 - 438 443 - 445	442 446
10	23-Oct 25-Oct	7	General Accounting and End-of-Period Procedures: Merchandising Business	Turn in Chapter 6 Mountain Sports Resort Clothing	447 - 514 519 - 522	518 523
11	30-Oct 1-Nov	5 - 7	Review: Merchandising Business	Turn in Chapter 7 Practice Set: Ultimate Golf Merchandising Business	524 - 535	536 - 537
12	6-Nov 8-Nov	8	Payroll	Turn in Practice Set Fitness Solutions Pool & Spa	538 - 567 572 - 574	571 575
13	13-Nov 15-Nov	9	Creating a Company in QB	Turn in Chapter 8 Dog Dayz Coffee Corner	576 - 662 668 - 676	567 677
14	20-Nov 22-Nov	1 - 9	Comprehensive: Practice Set NO CLASS: THANKSGIVING HOLIDAY	Turn in Chapter 9 Capital Books	678 - 697	698 -700
15	27-Nov 29-Nov		Review for Final			
16	4-Dec 6-Dec	FINAL		Turn in Comprehensive Problem: Capital Books Last Day to Turn in Work		

**Your assignments are due by the end of class on Tuesday as noted above.
Ten points will be deducted for each class period that the assignment is late.**