

CIS 108, Computer Accounting
Spring 2014: Thursdays 5:30 to 9:50 p.m.
Syllabus

INSTRUCTOR:	Alison Jill Brock, MSAcc., CPA (inactive) Email: alison.brock@imperial.edu Office: 1713 Phone: 760-355-6485
COURSE OBJECTIVE:	In this practical course students have an opportunity to utilize computerized financial software currently used in business. (CSU)
STUDENT LEARNING OUTCOMES:	<p>Upon course completion, the successful student will be able to:</p> <ol style="list-style-type: none"> 1. Apply accounting theories to analyze a transaction, choose an appropriate financial document, and correctly enter a transaction using a business accounting software package (ILO2, ILO3, ILO4). 2. Print and analyze financial statements for inconsistencies and revise as necessary (ILO2, ILO3, ILO4). 3. Using proper end-of-period accounting procedures, prepare adjustments and reconciliations (ILO2, ILO3, ILO4).
PREREQUISITE:	BUS 210 or BUS 010; CIS 101 recommended
REQUIRED MATERIALS:	Horne, Janet. (2013). <i>QuickBooks 2013: Complete (w/Quickbooks Pro CD</i> Pearson. A ruler is helpful but not required.
GRADING SCALE:	<p>A 90% -100%</p> <p>B 80% - 89%</p> <p>C 70% - 79%</p> <p>D 60% - 69%</p> <p>F 0% - 59%</p>
GRADING:	<p>Grades will be posted regularly on Blackboard. You may earn up to 1,000 points, as follows:</p> <p style="padding-left: 40px;">400 points on lab assignments (50 points per chapter, Chapters 2 through 9)</p> <p style="padding-left: 40px;">50 points on Practice Set 1</p> <p style="padding-left: 40px;">150 points on Practice Set 3</p> <p style="padding-left: 40px;">150 points on homework (approx. 17 points per chapter, Chapters 1 through 9)</p> <p style="padding-left: 40px;">250 points on theory exams (approx. 83 points each, 3 exams)</p> <p>Therefore, to earn an A, you must earn at least (1,000 X 90%) 900 points. To earn a B, you must earn at least (1,000 X 80%) 800 points. And so forth....</p> <p>Late homework is not accepted. Points earned on late lab assignments are reduced by 50%.</p>

ASSIGNMENTS:	<p>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. We will follow IVC's cheating policy.</p> <p>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.)</p>	
NEED FOR ASSISTANCE:	<p>If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors.</p>	
SCHEDULE:		
Week	In Class	Homework Assignment
1	<p>Introductions Theory review: accounting cycle Guided tour of QuickBooks Lab: Introduction to Quickbooks (Ch. 1)</p>	<p>Chapter 1 exercises Read Chapter 2</p>
2	<p>(Ch. 1 lab) Theory review: debits/credits Lab: Sales and Receivables: Services (Ch. 2)</p>	
3	Chapter 2 lab	Chapter 2 exercises, Read Ch. 3
4	<p>Theory review: capitalize v. expense Lab: Payables and Purchases: Service Business (Ch. 3)</p>	<p>Chapter 3 exercises Read Chapter 4</p>
5	<p>Theory review: cash-basis v. accrual-basis accounting and the closing process Lab: General Acctng/End-of-Period Procedures (Ch. 4)</p>	<p>Chapter 4 exercises Review for Quiz 1 Read practice Set 1</p>
6	<p>Theory Exam 1 Lab: Practice Set for a Service Business</p>	Read Chapter 5
7	Lab: Sales and Receivables for Merchandisers (Ch. 5)	<p>Chapter 5 exercises Read Chapter 6</p>
8	Lab: Payables and Purchases for Merchandisers (Ch. 6)	<p>Chapter 6 exercises Read Chapter 7</p>
9	Lab: General Acctng and End-of-Period Procedures for Merchandisers (Ch. 7)	<p>Chapter 7 exercises Review for Quiz 2</p>
10	Theory Exam 2; Catch-up	Read Chapter 8
11	Lab: Payroll (Ch. 8)	Chapter 8 exercises, Read Ch. 9
12	Lab: Creating a Company in Quickbooks (Ch. 9)	Ch. 9 exercises, Read Practice Set
13	Begin Comprehensive Practice Set	
	SPRING BREAK	
14	Continue Comprehensive Practice Set	
15	Continue Comprehensive Practice Set	Review for Quiz 3
16	Theory Exam 3	

Tentative, subject to change without prior notice