



Basic Course Information

Semester:	Fall 2022	Instructor Name:	Alison Jill Brock
Course Title & #:	ACCT 240, Computer Accounting-QuickBooks	Email:	alison.brock@imperial.edu
CRN #:	10738	Webpage (optional):	See Canvas
Classroom:	3109	Office #:	3113B
Class Dates:	August 15 to December 9	Office Hours:	Mondays and Wednesday 11:05 a.m. to 12:05 p.m. Thursdays 9:30 to 11:30 a.m.
Class Days:	Mondays AND Wednesdays	Office Phone #:	Use email
Class Times:	12:10 p.m. to	Emergency Contact:	Tisha Nelson
Units:	3	Class Format:	Online, asynchronous

Course Description

In this practical course students have an opportunity to utilize computerized financial software currently used in business. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

ACCT 099, Practical Accounting or ACCT 210, Principles of Financial Accounting

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, and (9.) Pattern the set up and process of a payroll for a company.

Textbooks & Other Resources or Links

Required: Hartley, Patricia. QuickBooks Online Comprehensive, Labyrinth Learning, Academic Year **2022-2023 edition** (See Canvas or welcome email message for a link to purchase the textbook.)

Course Requirements and Instructional Methods

Each week you will use QuickBooks Online to perform common accounting procedures that will prepare you for real-world experiences. To learn new features of QuickBooks Online, you will use a test drive company already set up for you called Craig's Design and Landscaping Services. Then you will use a company you



create in QuickBooks Online called Puppy Luv Pampered Pooch to reinforce what you learned. In a typical week you will turn in reports for your own Puppy Luv company through Canvas, participate in a discussion with your classmates, and take a chapter test.

It is important that we maintain regular, effective communication in this online environment. Most weeks you will find an assignment in Canvas to participate in a discussion with your classmates. I will jump in, as needed, to answer questions. If necessary, I may contact you directly using email, so remember to check your IVC email account regularly. If you have a personal question that you don't want to post in the discussion forum, the best way to contact me is through email. You can send me an email message using the Inbox in Canvas. Also, my phone number, office number, and office hours are listed at the top of this syllabus.

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 Canvas. You may earn up to 1,000 points, as follows:

Points possible	Assignment/Assessment	Details
480	Puppy Luv Reports	12 chapters X 40 points each
390	Chapter Tests	13 chapters X 30 points each
130	Discussions	13 X 10 points each

Due dates are posted on each assignment in Canvas. **Late discussion posts will not receive points.**

Course Policies

Refer to the college catalog for attendance and academic honesty policies.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week	Assignment
1	Orientation, Introductions
2	Chapter 1: Getting Started with QuickBooks Online
3	Chapter 2: Setting Up a New Company File



IMPERIAL VALLEY COLLEGE

4	Chapter 3: Working with Customers
5	Chapter 4: Working with Vendors
6	Chapter 5: Banking and Credit Card Transactions
7	Chapter 6: All in a Day's Work! Unit 1 Exam
8	Chapter 7: Managing Inventory
9	Chapter 8: Working with Balance Sheet Accounts and Budgets
10	Chapter 9: Customizing, Fine-Tuning, and Extending Capabilities
11	Chapter 10: Staying on Track: The Accounting Cycle, Classes and Locations
12	Chapter 11: Completing the Accounting Cycle, Closing the Books, and Reviewing Changes
13	Chapter 12: Using Payroll in QuickBooks Online
14 – 16	Chapter 13: Brining It All Together Unit 2 Exam/Final

*****Subject to change without prior notice*****