



## Basic Course Information

Semester:	Spring 2024	Instructor Name:	Michelle White
Course Title & #:	ACCT 240, Computer Accounting – QuickBooks	Email:	michelle.white@imperial.edu
CRN #:	21055	Webpage (optional):	www.imperial.edu
Classroom:	803	Office #:	Zoom
Class Dates:	February 12th – June 7th	Office Hours:	Wednesdays 5:00 – 6:00 PM
Class Days:	Mondays	Office Phone #:	Please use email
Class Times:	6:00 PM – 10:15 PM	Emergency Contact:	Tisha Nelson 760-355-6161
Units:	3	Class Format/Modality:	Face-to-Face

## Course Description

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)

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

ACCT 099 or ACCT 210 - with a grade of "C" or better

## 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 form 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

Hartley, Patricia. 2023. QuickBooks Online: Comprehensive, Academic Year **2023-2024**. Labyrinth Learning. ISBN: 9781640615250.

## 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 eLab, participate in a discussion with your classmates through Canvas, and take a chapter test.

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 – 1,000
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
330	Puppy Luv Reports	11 chapters x 30 points each
100	Discussions	10 x 10 points each
300	Chapter Quizzes	11 chapters x 30 points each (will drop lowest quiz score)
170	Midterm & Final	2 tests x 85 points each
100	Project	1 x 100 points

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

### Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

### Course Policies

**ATTENDANCE:** A student who is absent for the first class session and does not communicate with the Instructor before the end of the week will be dropped from the course. Should readmission be desired, the student’s status will be the



IMPERIAL VALLEY COLLEGE

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. **Students who fail to attend class and complete required activities for 3 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. Consider: specifics for your class/program · 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.

**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 importance 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.

## 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

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
Week 1 February 12	Syllabus, Introduction and Course Expectations Chapter 1: Getting Started with QuickBooks Online	Chapter 1 Quiz Due Date February 25 @ 11:59 PM
Week 2 February 19	<b>HOLIDAY – NO CLASSES</b>	
Week 3 February 26	Chapter 2: Setting Up a New Company File	Chapter 2 Homework & Quiz Due Date March 3 @ 11:59 PM

Updated 02/2024



IMPERIAL VALLEY COLLEGE

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Due Dates/Tests</b>
Week 4 March 4	Chapter 3: Working with Customers	Chapter 3 Homework & Quiz Due Date March 10 @ 11:59 PM
Week 5 March 11	Chapter 4: Working with Vendors	Chapter 4 Homework & Quiz Due Date March 17 @ 11:59 PM
Week 6 March 18	Chapter 5: Banking and Credit Card Transactions	Chapter 5 Homework & Quiz Due Date March 24 @ 11:59 PM
Week 7 March 25	Chapter 6: All in a Day's Work!	Chapter 6 Homework Due Date April 7 @ 11:59 PM
April 1 – April 6	<b>HOLIDAY – CAMPUS CLOSED</b>	
Week 8 April 8	Midterm Exam	
Week 9 April 15	Chapter 7: Managing Inventory	Chapter 7 Homework & Quiz Due Date April 21 @ 11:59 PM
Week 10 April 22	Chapter 8: Working with Balance Sheet Accounts and Budgets	Chapter 8 Homework & Quiz Due Date April 28 @ 11:59 PM
Week 11 April 29	Chapter 9: Customizing, Fine-Tuning, and Extending Capabilities Chapter 10: Staying on Track: The Accounting Cycle, Classes, and Locations	Chapters 9 & 10 Homework & Quiz Due Date May 5 @ 11:59 PM
Week 12 May 6	Chapter 11: Completing the Accounting Cycle, Closing the Books, and Reviewing Changes	Chapter 11 Homework & Quiz Due Date May 12 @ 11:59 PM
Week 13 May 13	Chapter 12: Using Payroll in QuickBooks Online	Chapter 12 Homework & Quiz Due Date May 19 @ 11:59 PM
Week 14 May 20	Chapter 13: Bringing It All Together	Chapter 13 Project Due Date June 2 @ 11:59 PM
Week 15 May 27	<b>HOLIDAY – NO CLASSES</b>	
Week 16 June 3	Final Exam	

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