

ComAcct 148: Computer Accounting Syllabus

MiraCosta College, Fall 2016, Section 148-1018



Instructor Information

Instructor

Pat Hartley, MBA

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Office Location & Hours

Can Be Arranged

General Information

Welcome to Computer Accounting Acct 148, we will be using QuickBooks 2015 Desktop Accounting Software. This course will be taught completely on-line. Each student will install QuickBooks 2015 Accounting Software for Windows on their personal computer, **you will not need to purchase QuickBooks**, a Trial version is accompanied with the required Textbook.

Note: This is for Windows Desktop only. No MAC or Online version is supported in this class.

Description

Students will learn to apply fundamental accounting concepts, principles and to analyze business concepts and events using QuickBooks Accounting Software for business enterprise. Students will record accounting transactions, make adjustments and corrections, create and interpret financial reports, create a new company file, process payroll, use some of the advanced features and make year-end adjustments.

Details

QuickBooks knowledge is a **“must”** in today’s technological accounting and bookkeeping workforce. QuickBooks enjoys widespread use among small businesses as a financial accounting package because of the programs wide popularity, manageability, flexibility, and affordability.

Technology skills and communication skills are important in business and personal life. This class will be taught completely on-line using the integrated technology within the textbook. It will incorporate some skills and/or activities using techniques that may be unfamiliar to some. There may be some frustration in the learning and applying of some of the skills and techniques but the efforts will be well worthwhile as a business and life skill.

We will be using the Publishers eLab for all assignments, quizzes, tests, exams!

Prerequisites: Practical Accounting 101 or prior accounting experience and/or knowledge is HIGHLY recommended

Semester: Fall 2016 Section Units 3 Format On-Line (not self-paced)

Homepage: <http://www.miracosta.edu/home/phartley>

BlackBoard: <https://blackboard.miracosta.edu/>

Online Tech Support: StudentHelp@miracosta.edu

Live Support Student Helpdesk: (760)795-6655 and (888)201-8480 x 6655

Labyrinth eLab: registration: <http://labyrinthelab.com/reg> (link also on inside front cover of text)

Student Learning Outcomes (SLOs) and Objectives

The objective of this class is to provide each student with a complete guide to create and maintain a proper accounting workflow system using QuickBooks 2015 Accounting Software.

Learning Outcomes: Expectations of what students should know and be capable of at the end of instruction as a result of faculty's interaction.

- Complete the Accounting Cycle using QuickBooks 2015 Accounting Software
- Complete a Period Payroll using QuickBooks 2015 Accounting Software
- Prepare and Analyze Profit and Loss, Balance Sheet Financial Reports using QuickBooks 2014 Accounting Software

Objectives: At the end of this course, students will be able to:

- Recognize different types of business industries
- Interpret the accounting workflow within QuickBooks 2015
- Analyze and record business transactions
- Produce and interpret financial reports
- Process and analyze Accounts Receivable and Account Payable
- Prepare and record Payroll for a business
- Use General Journal Entries for adjusting entries
- Create a new company file, using various methods

Course Materials

Required Materials

We will be using QuickBooks 2015 Accounting Software for this course, a 140 day trial version is included with your Text Book.

QuickBooks Pro 2015: Comprehensive

Trisha Conlon, Patricia Hartley, MBA - Labyrinth Learning, 2015

ITEM: 1-59136-779-4

ISBN-13: 978-159136-779-6

- You will need to have this textbook the first week of class.
- You will need access to a Windows Computer to install the Software below.
- **You will need to have the software installed and ready to go on your PC by the first week of class.**
- Microsoft Word and Excel 2007, 2010 or 2013 is required for written and exported assignments
- A PDF converter program is required. All QuickBooks reports may need to be converted to PDF format before submittal. *CutePDF Writer* is Free, downloadable, easy to install and works seamlessly with QuickBooks. If you already have another PDF converter program, it is okay to use it.
- PowerPoint Viewer for slideshows or you can use PDF version and Adobe Reader for Handouts.
- A portable USB drive might be useful to store your QuickBooks Data files.

The text (and software) is specially priced and available through the MiraCosta Bookstore: QuickBooks Premier 2015 Comprehensive, Trisha Conlon, Patricia Hartley, MBA Labyrinth Learning (ISBN 9781591367796) with a 140 day free trial software of QuickBooks Accountant 2015 (Windows only)

A detailed syllabus will be linked on the instructor's home page and emailed to you shortly before the class starts.

Degrees and Certifications

Accounting 148 is part of several Degree and Certifications as a required class or as an elective:

- Accounting or Bookkeeping Associate in Arts Degree
- Accounting Certificate
- Bookkeeping Certificate
- Income Tax Preparer Certificate
- Office Manager Certificate

Course Rules and Expectations

Students will be expected to:

- Access their email and Blackboard site several times per week
- Access their Labyrinth elab weekly to complete and submit assignments
- Put your name, class section, and assignment number in the Subject line of all email submissions
- Complete and submit assignments according to the instructions and the syllabus schedule
- Take full responsibility for knowing the requirements, rules, deadlines, and activities.
- Do not ask for exceptions to the rules and do not wait until the last minute to submit assignments
- Share your knowledge, participate and assist other students.
- Complete and submit original work, act and behave ethically, honestly and respectfully throughout this course

Students Responsibility:

- Each student is expected to take full responsibility for knowing the requirements, rules, deadlines, activities, and proactively work through each assignment to make this class a success for you. Complete and submit your own original work, and act in an ethically, honestly and respectfully manner throughout this course. Assist each other in learning the subject, discussing topics, and recommending resources. Collaboration and using everyone's skills and knowledge will give you the best results. There is an extraordinary amount of talent, skills, knowledge in each class, strive to make yourself available as a resource to others in the class.

Class Withdrawal Rules:

- Students are responsible for dropping any class they are no longer participating in.

Instructor Initiated Drops:

- Participation and attendance activities are assigned weekly and must be completed in accordance with the due date on the course calendar. Failure to participate and complete all assignments weekly **MAY** result in an Instructors Drop.

Registered Students

Students who are successfully registered for this class and have all requirements met for taking an online course, can access this class through Blackboard when the semester begins.

Your login for Blackboard is your SURFID# and your password as set up in SURF. After you have logged into Acct 148 your first weeks assignments are to become familiar with Blackboard, read the syllabus, take the syllabus quiz, post your autobiography on the designated blog, buy the textbook and install the software. If you do not do all of these by the due date (end of the first week of class), you may be dropped from the course.

College Policies and Services

Disability Accommodations:

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is (760) 795-6658 and they are located on the Oceanside campus in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

Library Resources:

I strongly encourage you to take advantage of library resources. More information regarding the library may be found at their webpage: <http://www.miracosta.edu/library>.

College Support Services:

The Tutoring and Academic Support Center (TASC) and the Writing Center (WC) assist students by providing individual and group tutoring, WC drop-ins, learning communities, self-help materials, and student success workshops. They also provide [Online Tutoring Services!](#) All these are FREE. Take advantage of these academic support services. For more specific information, please call (760) 795-6682.

Plagiarism and Ethics Policy:

Each student agrees to the following statements of student behavior:

- I agree that I, and only I, will be the one completing and submitting class materials (homework, quizzes, exams, written projects, etc.) in my name.
- I agree that I will not directly copy or plagiarize material from books, publications, the Internet, other students' work, or any other source. I am familiar with, and I agree not to violate, copyright laws.
- I agree that any projects submitted for this class have been prepared for this class only and have not been, and never will be, submitted for any other class at MiraCosta or any other school.
- I agree that, unless approved by the instructor, I will not share answers to homework assignments, quizzes, exams, or any other course material with fellow classmates.
- I acknowledge that failure to comply with any of the above statements may result in failure of an assignment, removal from the course, failure in the course, and discipline action deemed appropriate by the instructor in his sole discretion and/or policies and procedures set forth by the Board of Trustees of the MiraCosta Community College District, fully described in the College Catalog.

Course Plan for Success

- Each week is from Monday 8am through Sunday 11:59 pm
- Will cover one lesson a week in the text. Students are responsible for reading the chapters, reviewing the PowerPoint presentations, watch the videos, reading the posted handouts and/or other chapter related documents and participating in the assigned discussion post.
- Depending on your accounting background, experience, and knowledge, this 3 unit course will generally take 7-9 hours average of study and homework time per lesson. Practice, practice and more practice is crucial to learning this program.
- Plan your schedule to complete assignment in a timely fashion, allow for computer issues, family and work related issues.
- It is up to each student to understand and comprehend the syllabus, course calendar and the use of Blackboard, Labyrinth eLab. Please address any issues with your instructor as soon as possible.
- Respectful communication is required. Please use proper and respectful tone and language in all email and online posts. The instructor reserves the right to remove any inappropriate posts.
- Changes are sometimes necessary and will be done at the discretion of the instructor, Notice will be given to students through email, or Blackboard.

This class will require some planning, discipline, and commitment, but it you also need to feel accomplishment. If you feel lost, confused, frustrated or overwhelmed please contact me right away, do not wait weeks and get behind. I may be able to provide some suggestions or learning tools to help you succeed in the class.

Please note: No assignments, quizzes, tests will be accepted late!

No Exceptions!

Course Schedule

Week	Topic	Reading	Exercises
1 8/22	Blackboard	<ol style="list-style-type: none"> 1. Read the Syllabus 2. Logon to Blackboard, Register for Labyrinth eLab 3. Post a Brief Bio 4. Upload a Picture or Avatar 5. Email Instructor by Thursday August 25th This will confirm your active participation in the course. You will be dropped from the class if no email is received. 6. Buy the book 7. Watch the short videos (Labyrinth eLab) to go over installing the software, downloading the student files and folders. Watch the student tutorial at Labyrinth eLab. 	
2 8/29	Ch 1	<ol style="list-style-type: none"> 1. Read and do Lesson 1: Introducing QuickBooks 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 2 in BB, eLab 8/29 to 9/4
3 9/5	Ch 2	<ol style="list-style-type: none"> 1. Read and do Lesson 2: Creating a Company 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 3 in BB, eLab 9/5 to 9/11
4 9/12	Ch 3	<ol style="list-style-type: none"> 1. Read and do Lesson 3: Working with Vendors 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 4 in BB, eLab 9/12 to 9/18
5 9/19	Ch 4	<ol style="list-style-type: none"> 1. Read and do Lesson 4: Working with Customers 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 5 in BB, eLab 9/19 to 9/25
6 9/26	Ch 5	<ol style="list-style-type: none"> 1. Read and do Lesson 5: Banking with QuickBooks 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 6 in BB, eLab 9/26 to 10/2
7 10/3	MIDTERM	<p>Multiple Choice and True/False, Short QB Project</p> <p>To validate the students' knowledge of topics covered in Chapter 1 through 5</p>	See Week 7 in BB, eLab 10/3 to 10/9
8 10/10	Ch 6	<ol style="list-style-type: none"> 1. Read and do Lesson 6: Dealing with Physical Inventory 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections. 	See Week 8 in BB, eLab 10/10 to 10/16

Week	Topic	Reading	Exercises
9 10/17	Ch 7	1. Read and do Lesson 7: Working with Balance Sheet Accounts and Budgets 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 9 in BB, eLab 10/17 to 10/23
10 10/24	Ch 8	1. Read and do Lesson 8: Using QuickBooks for Payroll 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 10 in BB, eLab 10/24 to 10/30
11 10/31	Ch 9	1. Read and do Lesson 9: Working with Estimates and Time Tracking 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 11 in BB, eLab 10/31 to 11/6
12 11/7	Ch 10	1. Read and do Lesson 10: Customizing and Integrating in QuickBooks 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 12 in BB, eLab 11/6 to 11/13
13 11/14	Ch 11	1. Read and do Lesson 11: Introducing the Accounting Cycle and Using Classes 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 13 in BB, eLab 11/14 to 11/20
14 11/21	Ch 12	1. Read and do Lesson 12: Reporting, Closing the Books and Adjusting Entries 2. Read and follow Lesson Outline, Do the Concepts Review, Develop your Skills, Reinforce Your Skills and Apply Your Skills sections.	See Week 14 in BB, eLab 11/21 to 12/4
15 12/5	Final Exam	Comprehensive Project Chapters 1-12 Distribute Final Exam	See Week 15 in BB, eLab 12/5 to 12/9
16 12/05 to 12/09	Final Exam	Submit Final Exam Deliverables (1)	See Week 16 in BB, eLab
17 12/05 to 12/15	Final Exam	Submit Final Exam Deliverables (2 and 3)	See Week 17 in BB, eLab

Note: This Schedule is subject to change at any time at the complete discretion of the instructor, notice will be given to the students by email or with an announcement on Blackboard.

Additional Information and Resources

About the Instructor

- Pat Hartley, MBA
- Advanced Certified QuickBooks ProAdvisor
- Certified QuickBooks Consultant
- Member Intuit Writer/Trainer Network
- Author QuickBooks 2015 Labyrinth Learning

Email is the best way to communicate with me, please allow 24 hours for a response. Please indicate class and topic in Subject line.

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I own a small business accounting consulting business in the Inland Empire, I specialize in QuickBooks Setup and Training, and cleanup of messy QuickBooks data files. I worked in Manufacturing and Construction Industries as Controller and CFO until 2003 when I broke out on my own. I also teach Accounting, Computerized Accounting and Payroll Accounting at various Southern California Community Colleges. I am an Advanced Certified QuickBooks ProAdvisor, a Certified QuickBooks Consultant, and proud to be part of the Intuit Trainer/Writer Network of QuickBooks Professionals. I have been proud and fortunate to be name one of the Top 100 QuickBooks ProAdvisor for 2015 and 2016.

My passion is education and training, to offer to the community an opportunity to embrace Accounting and technology to enhance their employment or management skills. I know I was born to educate, to provide a pathway for students, and business owners, to develop the confidence to use accounting information, by sharing the knowledge to best use the tools to produce meaningful information to analyze the business to make business decisions guide them to success.