



Center of Excellence - Business
Department Chair - Dr. Marina Grau

Instructor: Hong Phan, CPA

SYLLABUS – ACNT 1313 - 0001 (13125) CENTRAL CAMPUS
COMPUTERIZED ACCOUNTING APPLICATIONS
SUMMER 2016 – Distant Education (*June 6 to July 10, 2016*)

Prerequisites

ACCT 2301, ACCT 2302, or equivalent courses

Course Description

The course teaches the Students how to utilize the computers into accounting recordkeeping. The Students will learn to use Quickbooks software comprehensively. Quickbooks software is one of the most useful and powerful accounting application softwares used by the small and medium business

Course Goal

The primary purpose of this course is to introduce the students with the comprehensive knowledge in applying Quickbooks software into maintaining financial accounting records. After completing this course, Students are able to utilize Quickbooks to perform various accounting tasks.

Instructor Information:

Instructor:	Hong Phan, CPA
Office Location:	Central Campus
Office Hours:	Appointments for Summer Semester
Phone #:	832-561-5680 (for text messages and voicemails only)
Email:	Hong.phan2@hccs.edu and via Eagle Online

Textbook and Related Material (Required):

Text:
Computerized Accounting With Quickbooks 2015, (2015 Version)

By Kathleen Villani & James B. Rosa, Paradigm Publishing,
 ISBN: # 978-0-76386-517-7 (Print).
 ISBN: # 978-0-76386-525-2 (digital)
 ISBN: # 978-0-76386-518-4 (Digital)

Textbooks Purchase Link:
<http://paradigm.emcp.com/computerized-accounting-with-quickbooks-2080.html>

Since this course is a Distance Education course, the Students are required to purchase textbooks with Intuit Quickbooks Accountant 2015 (or Quickbooks Premier 2015) software (Student Trial Edition).

*Enrollment into my Eagle Online course **mandatory** for communication purposes.

Instruction Methods:

This is a Distance Education course. Therefore, The course is taught via Eagle Online 2.0

It is the students' responsibility to read/study the textbook, submit required assignments/quizzes/exams on or before the due dates, regularly log into the course & participate in any on-line activities.

Course Assignment Schedule

Details and Due dates of Homework Assignments, Projects will be posted on the first weeks of the course.

Week begins	Chapters # explanation see below	Topics
June 6	1, 2, 3	Class Introduction & Attendance Quickbooks 2015 Overview Vendors Customers <i>Quizzes will be assigned for each chapter</i>
June 13	4, 5, 6	Period End Procedures Inventory New Company Set Up

		<p>Quizzes will be assigned for each chapter</p> <p>One Quickbooks Project will be provided</p>
June 20	7,8,9	<p>New Company Set Up Payroll Set Up Payroll Processing</p> <p>Quizzes will be assigned for each chapter</p>
June 27	10 and 11	<p>Banking Job and Time Tracking</p> <p>Quizzes will be assigned</p>
July 65	12	<p>Customized Reports</p> <p>FINAL EXAM ONLINE and ON EAGLE ONLINE</p>

Summary of Student Assignments & Assessments

12 Quizzes (Drop two)	60%
One Quickbooks Project	20%
Final	25%
Total	100%

The Quickbooks User Certification exam is taken at no cost to the Students and will be beneficial to the Students who are looking for the job opportunities in the small or medium companies using Quickbooks Softwares.

The detailed information on this Quickbooks User Certification exam will be provided when the class starts.

Evaluation Requirements:

10 Quizzes	300 points
One Project	100 points
Final	100 points
Total	500 points

Grading Scale:

90 - 100%	=	A	(450 to 500 points)
80 - 89%	=	B	(400 to 449 points)
70 - 79%	=	C	(350 to 399 points)
60 - 69%	=	D	(300 to 349 points)
BELOW 60%	=	F	(0 to 299 points)

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be assigned key information that you will need to remember for your success in your career as an accountant. Students will be required to successfully complete the following:

Grade Incompletes

The grade of "I" (incomplete) is conditional and at the discretion of each instructor. If you receive an "I," you must arrange with your instructor to complete the course work with 6 months. After the deadline, the "I" becomes an "F." or FX

Grades F and FX

Grade F will be assigned to Students whose performance in class is unsatisfactory and below the passing grades.

Grade FX will be assigned to Students who stop to attend to the class or complete the assignments without any legitimate reasons. Grade FX is similar to grade F and the federal financial aid may require Students to pay back a portion of financial aid.

Withdrawal (W) Grade

Instructor may withdraw Students out of this class if Students have missed so many classes. **However, it is Students' Ultimate Responsibility to enroll and withdraw out of this class.**

There is the deadline for withdrawal for each Semester.

Examinations:

THERE ARE NO MAKE-UP EXAMS. All the exams and quizzes are conducted online. The class will be completely closed on JULY 10, 2016

OTHER IMPORTANT NOTES

- **Communication:**
All communication to me must be through our class Eagle online email or discussion board. *Please use Eagle online email for asking questions of a personal nature or inquiries about quiz or exam grades.* Otherwise, post your questions on the discussion board – other students may know the answer or benefit from the question. Failure to comply with this may result in a reduction to your grade.
- **Academic Honesty – additional info**
Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. "Scholarly dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

- **Student attendance – additional info**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Eagle Online class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle Online, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Eagle Online class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Instructor Website:

From the HCCS homepage, choose Southwest College, choose “The Learning Web,” choose Faculty, type in your instructor’s name. Your instructor will have a copy of the syllabus and other pertinent information for you.

Distance Education (De) Advising And Counseling Services

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

Askdecounseling Form

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

Early Alert

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

Hcc Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals

throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

How To Drop

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).
- HCC and/or professors may withdraw students for excessive absences without notification (see Class Attendance below).
- Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Library Resources

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a "term paper" workshop; and online bibliographic search services.

SCANS – Secretary's Commission for Achieving Necessary Skills

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities

that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
<p>Resources: allocating time, money, materials, space, staff</p> <p>Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information</p> <p>Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems</p> <p>Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies</p>	<p>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening</p> <p>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the minds eye, knowing how to learn, and reasoning</p> <p>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity</p>

SCANS workplace competencies and foundation skills have been integrated into Advanced Accounting, and are exhibited in the SCANS schedule.