ACNT 1313 – Computerized Accounting Application
CRN 13068
8 weeks
Summer 2017
June 6, 2017 – July 28, 2017, Tuesday and Thursday
Last Assignment due July 27, 2017

Instructor Contact Information:

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th>Professor Veronica L. Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td>281-701-1679</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:VLJohns01@sbcglobal.net">VLJohns01@sbcglobal.net</a></td>
</tr>
<tr>
<td>Office Location</td>
<td>TBD after an Appointment is made</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>By Appointment</td>
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Textbook and Related Material (Required):


*Included with the purchase of a new textbook and needed is a Intuit ED QB ACCT 2015 student trial edition CD.*
Storage: Purchase a USB to store and back up student files.

Additional:

**Student Supplements:** **Student Data Files CD (ISBN 125929384X) are included with the textbook.**

**Online Learning Center** ([www.mhhe.com/kay2015](http://www.mhhe.com/kay2015)) - Student Website will include multiple choice quizzes, student data files, deliverable checklists, WebQuests, podcasts and a student blog.
Office location and hours
Please feel free to contact me through Eagle On Line “Mail” or by telephone at 281-701-1679. After the course is completed you also can contact me through HCCS and VLJohns01@sbcglobal.net email. I will respond within 24 hours (Monday – Friday). If you do not receive a response, please verify the email address, send again, and follow-up with me in class.

Quick Mail
This class will use Quick Mail through Eagle on Line which will go to your HCCS email address. You may also email me direct at (VLJohns01@sbcglobal.net). Any modifications to any schedule will be posted in an “Announcement,” emailed or a revision in the syllabus. To communicate with your instructor you must use either Quick Mail through Eagle on Line, email me direct at VLJohns01@sbcglobal.net (BEST), or use your official HCCS email account.
Syllabus Changes

The syllabus is subject to change. When changes occur the instructor will advise the students during class time, emailed, and/or as an announcement in Canvas. It will be the students responsibility when absent to check with the instructor or students or check Canvas for announcements.

Technical Compliance:
Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Course Description:
Use of the QuickBooks accounting software program to develop and maintain accounting records and to process common business applications for managerial decision-making. QuickBooks Pro is used by the majority of the small business world.

Basic Course Goals:
The primary purpose of this course is to provide students with a comprehensive course in financial accounting using the powerful QuickBooks software application. The course is designed to meet the needs of those students who are preparing for a career in accounting and for those from other academic disciplines who recognize the essential need, in today’s business world, to process information in a computer environment.

Prerequisites
ACNT 1303 & ITSC 1309

Resources & Material (optional):
- The Accounting Game by Darrell Mullis ISBN 1570713960
- Website resources: http://www.accountingcoach.com/
  http://www.accounting-basics-for-students.com/

Program/Discipline Requirements: If applicable:
1. EXCEL-Students may work in EXCEL following textbook example formats, labels, and formulas
2. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library)

Ethics-Students will develop personal values for ethical behavior

Academic Discipline/CTE Program Learning Outcomes
1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
3. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, ie. Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.
Course Goal:
The primary purpose of this course is to provide students with a comprehensive course in financial accounting using the powerful QuickBooks software application. The course is designed to meet the needs of those students who are preparing for a career in accounting and for those from other academic disciplines who recognize the essential need in today’s business world to process information in a computer environment.

Course Student Learning Outcomes (CLO)
Students will utilize QuickBooks to perform various accounting tasks.

Learning objectives
The student will be able to:
1. Explain the functions and roles of integrated accounting software packages in business.
2. Describe the differences between manual and computerized accounting methods
3. Use QuickBooks to set up and use an integrated accounting package on a microcomputer with general ledger, accounts receivable, accounts payable, inventory, payroll, and job cost modules.
4. Build and maintain a chart of accounts using QuickBooks.
5. Generate general ledger financial reports using QuickBooks.
6. Key-enter sales, cash receipts, cash payments, and purchases on accounts using QuickBooks.
7. Key-enter payroll records for individuals and companies using QuickBooks.

SCANS or Core Curriculum Statement
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.

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
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<tbody>
<tr>
<td><strong>Resources</strong>: allocating time, money, materials, space, staff</td>
<td><strong>Basic Skills</strong>: reading, writing, arithmetic and mathematics, speaking and listening</td>
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<tr>
<td><strong>Interpersonal Skills</strong>: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</td>
<td><strong>Thinking Skills</strong>: thinking creatively, making decisions, solving problems, seeing things in the minds eye, knowing how to learn, and reasoning</td>
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</table>
Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information

Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems

Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies

Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity

SCANS workplace competencies and foundation skills have been integrated into Computerized Accounting QuickBooks 2015, and are exhibited in the SCANS schedule.

Instructional Methods: Hybrid
As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As a student wanting to learn about the field of accounting, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of accounting.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze, and evaluate information from your text.

Evaluation and Requirements:
Students are expected to read all assigned chapters, complete and submit all assignments on or before the due dates. Your assignment grades will be posted in Canvas. Verify grades during the Semester.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

This course will use the book publisher McGraw-Hill Connect Plus Learning Module for all of your on line work.

Student Assignments
Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in this course and will be provided to the student.

**Time Management:**
It is your responsibility to make sure all assignments and projects are completed timely. **You will not succeed if you procrastinate!**

**In the world of accounting, it is imperative that you submit reports, plans or required paperwork on time, thus I require you to submit your assignments on the due dates. Late assignments will not be accepted. Computer or network malfunctions are not considered, so have a back-up plan in place.**

Learning accounting is like learning a foreign language. It is very much learning by doing and by practice. The learning process is cumulative. That means that what we learn today builds upon what we learned last week, which presupposes that you actually learned the procedure and used the concepts last week. If you did a half-hearted job last week, you have a weak foundation upon which to build. The textbook does a good job of explaining the material, but you have to read it, and do the assignments on a timely basis to be successful in the course. It is extremely important that you be actively involved in the learning process. You have to read each chapter on the textbook, read the student resources on the course websites, and apply the ideas to the homework problems. This will require a considerable commitment of time and effort from you.

**Take under consideration that your internet provider may be down or you may have computer problems. These reasons will not be valid reasons for missing the deadlines for your Online assignments.**

**Student attendance**
It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

**Class attendance equals class success.**

**Early Alert**
To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**Use of Camera and/or Recording Devices**
As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, **you will turn off/silence your phone and other electronic devices, and will not use these devices** in the classroom unless you receive permission from the instructor. If you answer calls or text, you will have to
do it outside the classroom.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Positive Learning Environment**
As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Instructor Requirements**
As your Instructor, it is my responsibility to:
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived.
- Facilitate an effective learning environment through class activities, discussions, and lectures.
- Description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness and make up.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.
- Arrange to meet with individual students before and after class as required.

To be successful in this class, it is the student’s responsibility to:
- Attend class and participate in class discussions and activities.
- Read and comprehend the textbook.
- Complete the required assignments and exams.
- Ask for help when there is a question or problem.
- Keep copies of all (homework and projects) emails, including this syllabus, and handouts.

**Program/Discipline Requirements**
Assignments reinforce what you are learning in class by connecting theory to the real world of accounting. The assignments are very important and as such, they must be completed on time or you will not receive a passing grade in this class.

**Evaluation Requirements:**

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<tbody>
<tr>
<td>Homework</td>
<td>25%</td>
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<tr>
<td>Exams</td>
<td>75%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percent</td>
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<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>=</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>=</td>
</tr>
<tr>
<td>BELOW 60%</td>
<td>=</td>
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<tr>
<td>Failure due to non-attendance</td>
<td>FX</td>
</tr>
<tr>
<td>In Progress</td>
<td>IP</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>W</td>
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AUD (Audit)
0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

FINAL GRADE OF FX
Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Students that also fail to complete a minimum of the course work will also receive an FX.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

Assignment Schedule
ACNT 1313 – Computer Accounting with QuickBooks 2015
Assignments will be provided at the end of each class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/6</td>
<td>1</td>
<td>Syllabus review Course procedures review; Accounting Principles review; Introduction, Quick Tour of QuickBooks</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>6/8</td>
<td>2</td>
<td>Customizing QuickBooks and the Chart of Accounts</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6/13</td>
<td>3</td>
<td>Banking</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Review Test Ch. 1 - 3</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6/15</td>
<td>4</td>
<td>Customers and Sales</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Chapter(s)</td>
<td>Description</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>6/20</td>
<td>3</td>
<td>Vendors, Purchases, and Inventory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/22</td>
<td>3</td>
<td>Employees and Payroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/27</td>
<td>4</td>
<td>Reports and Graphs</td>
<td></td>
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</tr>
<tr>
<td>6/29</td>
<td>4</td>
<td>New Company Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/4</td>
<td>5</td>
<td>Holiday Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/6</td>
<td>5</td>
<td>Accounting for a Service Company</td>
<td></td>
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<tr>
<td>7/11</td>
<td>6</td>
<td>Merchandising Corporation: Sales, Purchases, and Inventory</td>
<td></td>
<td></td>
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<tr>
<td>7/13</td>
<td>6</td>
<td>Merchandising Corporation: Payroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/18</td>
<td>7</td>
<td>Advanced QuickBooks Features for Accountants</td>
<td></td>
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<tr>
<td>7/20</td>
<td>7</td>
<td>Review Test Ch. 7 - 9</td>
<td></td>
<td></td>
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<tr>
<td>7/25</td>
<td>8</td>
<td>QuickBooks Live Consulting Project</td>
<td></td>
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<tr>
<td>7/27</td>
<td>8</td>
<td>QuickBooks Online Accountant</td>
<td></td>
<td></td>
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<tr>
<td>7/20</td>
<td>8</td>
<td>Final Exam Ch. 1 - 12</td>
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</table>

Any change in the content of this syllabus or grading criteria is at the instructor’s discretion and will be announced upon doing so.

HCC Policy Statements
Link: http://www.hccs.edu/district/students/student-handbook/

Americans with Disabilities Act (ADA)-Students with Disabilities:
http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/
http://www.hccs.edu/district/students/disability-services/

Academic Honesty:

Attendance: Face to Face, Hybrid or Distance Education classes
As stated in the HCC Catalog, all students are expected to attend classes regularly. Your regular participation is required. As a professor, I do require classroom participation including your completion/explaining problems/assignments on the board during review/discussion. 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 actively participate regularly.
Drops and Withdrawals: HCC Course Withdrawal Policy
See below link for guidelines and rules
http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:
https://hccaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

The final withdrawal deadline for this class is: See HCC Registrar’s Office. Classes of other duration may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar’s Office to determine class withdrawal deadlines.

HCC 6 Drop Policy

Financial Aid and Withdrawal
http://www.hccs.edu/programs/financialaid/withdrawal-policy/

International Students: Receiving a W in a course may affect the status of your student visa. Once a W is given for the course, it will not be changed to an F because of visa considerations.
http://www.hccs.edu/district/students/international/

Repeat Course Fee
http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Incompletes: It is my policy not to give a grade of “I” (incomplete).

HCC Student Services Information
Link: http://www.hccs.edu/district/students/student-handbook/

Students Rights: Anti-Discrimination
http://www.hccs.edu/district/students/anti-discrimination/
http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-Discrimination. Students who are pregnant and require accommodation should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.
Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

**Classroom Conduct:**
All students in HCC courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.
As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action.

**INTERNATIONAL STUDENTS**
Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.
http://www.hccs.edu/district/students/international/

**EGLS3 -- Evaluation for Greater Learning Student Survey System**
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. It is usually emailed to your email address that you have on file with HCC. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.