

BRAZOSPORT COLLEGE
SYLLABUS
ACNT 1311 Computerized Accounting (QuickBooks)

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COURSE DESCRIPTION

---Computerize accounting covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the QuickBooks audit trail

COURSE FOCUS

To furnish the students with a basic knowledge of the generally accepted accounting principles and to provide the student with a basic knowledge of QuickBooks. How to set up and maintain accounting records for a small business.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Computer Accounting with QuickBooks Online (Smart Book) Kay, 1e

Required Software/Hardware

Students must have access to Cengage to participate in course related activities as well as a licensed copy of Microsoft Office for submission of assignments. Cengage protects your privacy as a student. View [Cengage Privacy Overview](#) for additional information.

Cengage (please add to the syllabus how students gain access to Cengage here, meaning is it free access or do they need a code? Where is the code obtained? How do they enter the code?

Students with a current BC ID can go to IT (K.100) and request a copy of Microsoft Office to install on their computer.

Course Citation -- Course materials are created by McGraw Hill learning and based off the required course text book.

Minimal Technical Skills Needed

To be successful in this class you will need to have some general knowledge of the following:
(View the [Distance Learning](#) website for Online Student Manuals and Tutorials for using many of the tools in our course) Sending E-mail file attachments (*view Using Email manual*)
Uploading and downloading files for submitting assignments (*view Submitting Assignments via Dropbox manual*) Posing to Discussions (*view Working with Discussions manual*) Using Microsoft Office (*if needed use Google.com and search for “How to use Microsoft Office” to pull up a variety of tutorials on using Word and Excel*)

ATTENDANCE AND WITHDRAWAL POLICIES

Withdrawal from a course is, first and foremost, the student's responsibility. It is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn. Because you stop attending a class, does not mean that you have officially withdrawn from the class.

Students are expected to attend class on a regular basis. Attendance is critical part of the learning process, Students that miss more than 20% of the class before the regularly scheduled drop date can be automatically drop from the course. Tardiness and leaving early will count as part of an absence.

COURSE REQUIREMENTS AND GRADING POLICY

The final grade for the student will be determined in the following manner:

- Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester.
- Determining factors for final evaluation are:

Chapter Assignments	500
Chapter Quizzes	300
Chapter Activities	300
QuickBooks Project	200
Final exam	200
Total Points	1,500

ONLINE STUDENT CONDUCT

Students are expected to abide by Brazosport College's code of student conduct, including the rules applicable to online courses and student conduct in general. Students enrolled in distance education courses are expected to perform with the highest level of academic honesty and integrity.

- Breaches of conduct include:
- Misconduct
- Cheating on a Test
- Plagiarism
- Collusion

SPECIAL NEEDS & ACCESSIBILITY

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities. Contact Phil Robertson, ADA Coordinator (Email: Phil.Robertson@brazosport.edu | Call: 979-230-3236) for additional information.

[Steps to Apply for Disability Services at Brazosport College](#)

Brightspace (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.

YouSeeU is used in our online courses for Virtual Classrooms (live presentations) and Video Assignments. The YouSeeU interface is screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.

[YouTube](#) Videos may also be used in online courses. Visit YouTube Accessibility Settings page for additional information on how to set accessibility for [YouTube on Android](#), [turn captions on and off](#) and use [YouTube with a screen reader](#).

Cengage (publisher of our course workbook) is committed to making its educational materials accessible to users of all abilities. Additional information on requesting additional assistance and alternative textbook formations view their [Accessibility webpage](#).

STUDENT PRIVACY

[Brazosport College is committed to providing services and support](#) to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

COPYRIGHT POLICY

The Digital Millennium Copyright Act (DMCA) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources](#) are available for use by faculty and students including books, music, and movies. There is also our [campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to CopyRight@BC [for additional information and resources dealing with copyright, practices, and procedures](#).

MEDICAL DISCLAIMER

Brazosport College does not carry medical insurance on students covering injury in class / laboratories. Any expense incurred because of injury will be the student's responsibility.

COMPUTER USE & LAB SAFETY

Students are expected to take care of the college computer lab and equipment. Students should not in any way experiment with the security of the Brazosport College computers. Users will not alter the setup of the computer printer in any way, nor they to attempt to download upgrades to the computer.

ASSIGNMENT PROCEDURES AND POLICIES

Assignment submission: unless otherwise posted all assignments are due by 11:30 pm on the Sunday the week of the assignment (*please refer to the class schedule*). Due to the nature of this course late work is not an option, once the assignment due date has passed you will no longer have access to the assignment.

Please become familiar with the online platform to learn how to submit your assignments on time and in the proper manner. No grace will be given for late work due to the student not being familiar with the software. If you have technical difficulties please contact tech support for assistance and not the instructor.

MAKE-UP POLICY

There will not be an opportunity to make-up any test or a quiz that was missed. Please make sure you pay attention to the dates to complete all course work when it is due

QUIZZES

Each week there will be a quiz based on the previous week's lecture. The quizzes will consist of 15 to 20 true/false and multiple-choice questions from the chapters and class lecture. The quizzes will be given at the beginning of each class session.

Course Communication & Interaction

Communication will take place using various interactive tools (Discussions, Email, Dropbox). Please use Desire2Learn when communicating with me. I will respond to critical questions within 24 hours. I will be responding to regular discussion posts the week following the due date each week. Quizzes are auto graded on submission and assignments using Dropbox or Discussions will be graded approximately 2 days after due date.

I am available anything via the Desire2Learn platform. In accordance with college policy, every effort will be made to respond to your e-mail within 24 hours. If you have not received a response within that period, please feel free to call and leave a message on my voicemail at 281.230.3510. My regular office hours are Monday's from 2:00 pm until 5:00 pm. I will respond to critical questions within 24 hours using D2L

When emailing:

- Put in a relevant to the point subject header (example: question about midterm).
- Include your first, last name AND course title
- Check spelling prior to sending.
- Use proper grammar and sentence structure.
- Read our Netiquette guidelines prior to communicating with others in the course;

Remember to respond to others as you would have them respond to you.

STUDENT SUPPORT & SERVICES

- **Help Desk**
 - [Chat with a Helpdesk representative](#)
 - helpdesk@brazosport.edu
 - 979-230-3366
 - [Helpdesk website](#)
 - Campus Location: K.100
- **Online Tutors**
 - [Create an Online MATH Tutoring Appointment](#)
 - **Help Guide:** [Create MATH Appointment](#)
 - [Schedule an Online WRITING Appointment](#)
 - **Video:** [Scheduling an Online Session](#)
 - **Video:** [Attending an Online Session](#)
- **Online Academic Advisor**
 - [Chat with an Academic Advisor](#)
 - 979-230-3238 or contact the department secretary at 979-230-3237
 - [Online Counseling Services](#) website
 - Campus Location: E-Wing
- **Learning Services**
 - [Chat live with a Learning Service Representative](#)
 - [Proctor Testing](#)
 - 979-230-3253
 - [Learning Services website](#)
 - Campus Location: [view map](#)
- **Library**
 - [Chat live with a Librarian](#)
 - 979-230-3310
 - [Library website](#)
 - Campus Location: F.134
- **Campus Bookstore**
 - [Bookstore website](#)

- 979-230-3410
- Campus Location: [view map](#)
- **Distance Learning**
 - [Virtual Campus Manuals & Tutorials](#)
 - [Success Tips](#)
 - [Student Guide & Calendar](#) website
 - [Online Course Tools Tour](#) RSVP form
 - [Distance Learning website](#)
 - 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.