

COMPUTERIZED ACCOUNTING

BS-AC 322– 3 Credit Hours

Prerequisites:	Accounting I
Required Texts/Materials:	QUICKBOOKS FUNDAMENTALS LEARNING GUIDE 2015 LAPTOP COMPUTER – WINDOWS BASED (NO MAC!)
Suggested Texts/Materials:	USB Flash Drive to backup homework assignments

Course Objectives

Rationale:	Understanding of computerized accounting software.
Learning Outcomes:	To be able to maneuver and utilize the QuickBooks software proficiently.

Course Administration

Late Work Policy:	<p>This is the real world folks. Late is not an acceptable level of performance. All assignments have a due date and that due date has tremendous value to you as a student. Any assignment submitted after the due date is considered late and therefore not eligible for consideration.</p> <p>Planning and strategic preparation can help you avoid needless penalties. If you are unable to comply with a forthcoming deadline and provided you meet with me prior to that deadline, I will be willing to accommodate an extension.</p> <p>I define a late assignment as an assignment which is submitted after the articulated due date or time. Absence from the class does not extend due dates (this includes excused absences, unless it is an extreme case such as a major illness, compulsory military activity, or a death in the family). You have the schedule, so it is your responsibility to get assignments in on time, regardless.</p>
Final Grade	<p>If you perform well in this course you are assured to receive a grade that reflects your level of competence. <i>This does not mean you should expect to receive a superior grade for fulfilling the basic requirements of the course.</i> Students desiring an above average or superior grade will need to plan accordingly.</p> <p>The following grading rubric will be utilized in determining final grades:</p> <p>A – 90% - 100%</p> <p>B – 80% - 89%</p> <p>C – 70% - 79%</p> <p>D – 60% - 69%</p> <p>F – Less than 60%</p>
Grade Weighting:	Chapter Readings, Tests, and Homework will be used to determine your final grade. These categories are not weighted. Your final grade is based on an accumulation of points.
Attendance:	The attendance policy for this course is based on my respect for you as an intelligent adult. A commitment to making each class meeting worthwhile underlies all planning, therefore you can be assured that there is value in attending each class. Furthermore, while the course text provides the basis for your learning experiences, much of your learning depends upon the class environment. Your absence not only decreases your own educational experience, it also diminishes the effectiveness of the group learning process. Your presence and input are vital.

If you choose not to make class attendance a priority, please keep in mind the following. Excessive misses or tardiness will be reported to the Student Development Office and the Academic Office. You will be held responsible for all announcements and assignments given in class. Therefore tardiness as well as attendance should be carefully monitored. If you are absent when a quiz or in-class assignment is given, there will be no make-up work assigned. I reserve the right to discriminate against any student who misses an excessive, but arbitrary, number of classes. Such discrimination can include anything from a private conference, to deduction of grade points, to a simple thumb up or thumb down on a borderline final grade. The converse is also true, since conscientious attendance might aid the advancement of a borderline grade.

A college degree assumes that a student not only completed required coursework, but also attended and participated in the class. In the college world we call that *seat-time*. A student who misses too many classes not only undermines the value of the educational experience, but also cheats future co-workers and constituency.

Technology:

Students are encouraged to bring laptops or other learning technologies to class.

Exams:

This course utilizes in-class exams, which are administered on a regular basis. Depending on the class schedule and flow, you should receive practice tests prior to any scheduled test.

There are no make-up exams. Once an exam (either take home or in class) has been collected for grading, that exam is no longer available for make-up. In extreme cases where a student is *required* to be gone, arrangements can be made if you come to me *prior* to the scheduled absence.

Quizzes will be administered at my discretion. Most will be unannounced and are not available for make-up, regardless of the absence or tardiness.

**Class
Participation/Freedom
of Expression**

Members of the Central Christian College community, including students and invited guests, are granted the privilege to write about or discuss any subject of intellectual inquiry without fear of censorship, discipline, or intimidation. This freedom does not provide the right to individuals to say anything that one wants without regard. Civility and respect are foundational components of freedom of expression. A hostile environment limits the expression of ideas and therefore undermines the diverse expression of opinion. Faculty members of the College provide a safe environment where, as members of a learning community, the entire college community can engage ideas through scholarly investigation and inquiry. Student performance is assessed solely on the fulfillment of learning outcomes as prescribed in course syllabi. Opinions shared in class, classroom conduct, or matters not related to academic performance are not used as a basis for assessing student performance.

I expect you to share your insights and viewpoints actively, even if they disagree with my own. Furthermore, I promote the free expression of ideas, even if they are fervently expressed. All that I ask is that any expression of agreement or disagreement would be communicated in a civil and respectful manner.

Participation in class is used as a basis for the final grade. Much of what we will be doing in this class is based on your participation. Therefore, your grade might very well be affected if you do not engage the learning objectives assigned to you.

Students attending my class who are obviously engaged in activities not associated with the class (reading other material, sleeping, talking, etc.) will be asked to leave and will accrue an absence. Students are also requested to turn off pagers, cell phones, PDA's and other technological contraptions that emit beeps, chirps, and other disruptive sounds.

Confidentiality

Insomuch as the College maintains a stance on Freedom of Expression and insomuch as you should expect the role of the instructor to maintain confidentiality, I also have a responsibility to protect the rights and safety of others. Therefore, if you disclose anything that I may perceive as a threat or participation in an act of harm, abuse, neglect, criminal activity, or infringement of the Lifestyle Covenant, you should expect that I will notify the appropriate authority.

Dual Relationship

As a professional member of the instructional staff, it is expected that faculty members interact with students in a supervisory role, which may at times include providing counsel or direction within the context of the subject matter. While the very structure of the College promotes close relationships between faculty mentors, inside and outside of the classroom, the College exhorts faculty members to carefully guard the primary relationship needed to master the material of this course. For that reason,

faculty members may recommend that a student seek counsel or assistance from another member of the College or local community, during enrollment in the course.

**Academic
Accommodations:**

Any student who may require an accommodation, due to a disability, should contact the Student Development Office as soon as possible. Accommodations in this course will only be made after I have received written verification of your eligibility for said accommodations. It is your responsibility to initiate contact with the Student Development Office and request that an official communication be sent to me verifying your disability and specifying the accommodation.

Support Services:

The Center for Academic Excellence and Enrichment (The Success Center) is housed on the third floor of Science Hall. Services include a writing center, academic support services, career services, ESL/ELL services, and tutoring.

Students are also eligible for 10 free hours of tutoring, each semester, through Tutor.com. To access these services go to CCCK-Tutor.com.

Academic Integrity

Plagiarism:

As a reflection of the Lifestyle Covenant signed by all students at Central Christian College, it is expected that all work submitted for this course is your own. The submission of any work, without proper citing or referencing, which is not original to you, will be considered plagiarism. Plagiarism is dishonest and illegal. It includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the use of materials prepared by another person or agency on your behalf. Plagiarized assignments may result in one of the following punitive measures:

1. An unsatisfactory grade applied to the plagiarized assignment
2. Dismissal from the course
3. Academic probation or dismissal

Cheating:

Each student is expected to be honest in his or her work. Cheating is dishonest. The term “cheating” includes but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Any interaction between students in a testing situation may be interpreted as cheating. Academic honesty is twofold on the part of the student: first, not to cheat, and second, not to enable others to cheat. Students found cheating will immediately forfeit a passing grade on the assignment and may face other punitive measures.

Turnitin.com

To help you in the development of academic integrity, Central Christian College utilizes Turnitin.com. This collaborative environment can help you identify ways in which your research and writing may improve. As a student at Central Christian College, you will need to maintain an active account with Turnitin.com.

By maintaining enrollment in this class, the student voluntarily grants permission and consent for the College to submit copies of my *works* to Turnitin.com to be cataloged as source documents in the Turnitin.com database. It is the understanding of the student that Turnitin.com will not copy, use, distribute, or further disclose and *works* for any other purpose other than what is provided for in the privacy Pledge provided by Turnitin.com (<http://turnitin.com/enUus/about-us/privacy-center/privacy-pledge>). It is the responsibility of the student to revoke this permission through written instruction provided to the instructor and the Academic Office. Any revocation shall not affect disclosures made to turnitin.com prior to the revocation.

Copyright

All *works* (i.e. written assignments, pieces of art, graphic design, etc.) created and submitted by the student remain the property of the student and are part of the student's *educational record*; therefore

protected under the Family Educational Rights and Privacy Act. Enrollment at the institution does provide the College with limited permission to use a student's *educational record*, including *works*, in its fulfillment of the functions of the College (i.e. accreditation portfolio's, displays, assessment, etc.).

Coursework

SYLLABUS, QUIZ, CHAPT 1 - INTRODUCTION

Assignment: Chapter 1 Review Questions, Chapter 1 Exercise 2

NO CLASS

CHAPT 13 – SETTING UP A COMPANY FILE

Assignment: Chapter 13 Review Questions, Chapter 13 Exercise

CHAPT 7 – CUSTOMIZING QUICKBOOKS

Assignment: Chapter 7 Review Questions, Chapter 7 Exercise 2

CHAPT 2 – MANAGING EXPENSES

Assignment: Chapter 2 Review Question, Chapter 2 Exercise 2

CHAPT 3 – SALES & INCOME

Assignment: Chapter 3 Review Questions, Chapter 3 Exercise 2

CHAPT 5 – BANK RECONCILIATION

Assignment: Chapter 5 Review Questions, Chapter 5 Exercise 2

CHAPT 8 – TRACKING INVENTORY

Assignment: Chapter 8 Review Questions, Chapter 8 Exercise 2

CHAPT 9 – BILLABLE TIME AND COSTS

Assignment: Chapter 9 Review Questions, Chapter 9 Exercise 2

CHAPT 10 – PAYROLL SETUP

Assignment: Chapter 10 Review Questions, Chapter 10 Exercise 2

CHAPT 11 – PAYROLL PROCESSING

Assignment: Chapter 11 Review Questions, Chapter 11 Exercise 2

CHAPT 4 – MORE TRANSACTIONS & REPORTS

Assignment: Chapter 4 Review Questions, Chapter 4 Exercise 2

CHAPT 6 – REPORTS

Assignment: Chapter 6 Review Questions, Chapter 6 Exercise 2

CHAPT 12 – ADJUSTMENTS & YEAR-END PROCEDURES

Assignment: Chapter 12 Review Questions, Chapter 12 Exercise 2

RECAP & PREPARE FOR FINAL

Assignment: Chapter 14 Exercise, (THIS WILL BE YOUR TAKE HOME FINAL)

FINAL Hand In

SURPRISE!!!

Personal Note

College is about new experiences, learning and perfecting a subject matter, realizing what it means to be a professional, building relationships and making the transition from adolescence to adulthood. These goals and ideals are all great and needed. However, the reason Central Christian College of Kansas exists is to proclaim the claims of Christ. For students that have already made a commitment to Christ, their time at CCKK is an opportunity to grow in their faith and to make their faith their own and not their parents or other mentors. For those students who have not made a commitment to Jesus Christ as their personal Lord and Savior, what a great and perfect opportunity to make that decision. While at CCC, students are surrounded by faculty, staff and students who can guide you, answer questions, mentor and lead you with love and care. If you would like to talk more about pursuing a relationship with Jesus Christ, I encourage you to take advantage of the resources on this campus. This includes an open invitation to come and talk with me more.