

REEDLEY COMMUNITY COLLEGE CENTER
FALL 2010
COMPUTERIZED ACCOUNTING - ACCTG 31
COURSE SYLLABUS

<u>Course Number</u>	Accounting 31- 51002
<u>Instructor</u>	Tami Arnold
<u>Text</u>	<i>QuickBooks Pro 2009, A Complete Course</i> , Janet Horn, MS, Prentice Hall, 2010
<u>Material</u>	Supplies: Pencil, eraser, calculator, UBS memory stick
<u>Days / Time</u>	Wednesday 6:00 p.m. – 9:50 p.m.
<u>Room</u>	BUS - 41
<u>Contact Info</u>	tami.arnold@reedleycollege.edu
<u>Drop Deadline</u>	10/15/10

Course Description

Accounting 31 – Computerized Accounting / QuickBooks Pro 2009 is an introduction into the basic components of computerized accounting for accountants and business managers, specifically exploring and using many features of QuickBooks Pro 2009. This course is structured to prepare the student to record various accounting transactions for business in the service sector including sales and receivables, payables and purchases, payroll, inventory control, and general accounting and end-of-the-period procedures. Basis accounting concepts and reports will also be reviewed including ledgers and financial statements.

Prerequisites: Acctg 40, two-year high school accounting, or equivalent; IS 15 or equivalent

Course Objectives

- To introduce the student to the basic components of computerized accounting with the use of QuickBooks Pro 2009
- To teach the student how to systematically record and evaluate business activities
- To prepare the student for use of QuickBooks Pro in real life scenarios and for advanced courses in accounting

Class Structure

One to two chapters will be covered each class session along with other pertinent information given during lecture. Class lectures and information provided in the text and assignments will be incorporated in your homework and projects.

You will be required to bring all necessary supplies (i.e. pencil, paper, and pen) including your text. A calculator is recommended for this course though QuickBooks / Windows provides this feature. Please read the assigned text prior to attending class.

No audible pagers or cell phones during class. All pagers and cell phones must be set on silent mode or should be turned off during class. Food and drink are not allowed in the classroom. Smoking is not permitted in any building on the Reedley campus.

Attendance

Regular attendance is essential. If you are absent, please inform the instructor prior to the absence whenever possible. Your participation is important in developing class discussion of the course content, as well as timely completion of class assignments. Three or more absences will affect your grade as well as missed assignments. Of course, students are responsible for work missed during an absence.

Attendance is taken at 6:45 p.m.; if you arrive later, it is your responsibility to notify the instructor of your presence.

Tentative Class Schedule and Assignment Schedule

See attached schedules.

Grade Schedule (Tentative)

End-of-Chapter Questions (9)	- 30 pts each	270 Points
End-of-Chapter Assignments (6)	- 30 pts each	180 Points
End-of-Section Practice Set (2)	- 100 pts each	200 Points
Exam (2)	- 100 pts each	200 Points
Comprehensive Tests (1)	- 200 pts each	<u>200 Points</u>
	Total	<u>1,050 Points</u>

The grade schedule listed above and any extra credit assignments are subject to change at the discretion of the instructor. The details, due date, and value of each assignment will be announced in class. Homework and class work will follow directly from the material covered or to be covered in class or is based on information provided in the text. There will be between-class activities due each class session (i.e. reading, homework, etc.). No assignment or homework will be accepted late. There are no make-ups for any assignments or test missed.

Grading Scale

100 – 90 =	A
89 – 80 =	B
79 – 70 =	C
69 – 60 =	D
59 – 0 =	F

Your grade in this course will be based on total cumulative points. The grade scale is subject to change at the instructor's discretion.

Academic Dishonesty Statement

Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. (RC Catalog, page 44)

Student Code of Conduct Policy

Board Policy 5410 and Educational Code 76032 authorizes an instructor to remove a disruptive student from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class. (RC Catalog, page 44)

Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

I wish you the best in this course. Note that your fellow colleagues and I are resources for this class. Please ask for assistance if needed. Let us enjoy this class together.

The information presented in this syllabus is subject to change at the instructor's discretion.