

REEDLEY COLLEGE

ACCTG 31 COMPUTERIZED ACCOUNTING

SPRING 2015

W 6:00 -8:50PM

ROOM: BUS 49

LAB 9:00 -9:50PM

INSTRUCTOR: SHERMAN DIX sherman.dix@reedleycollege.edu

OFFICE HOURS: TBD

REQUIRED TEXTBOOK: **Quickbooks 2013 Comp Crs (W/Cd Only)** Horne
ISBN 978-0-13-302335-0

PREREQUISITES: Accounting 40 or 4A, 2 years high school
accounting or equivalent and Information Systems 15 or equivalent.

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126
and Mathematics 201 (A, CSU, UC)

COURSE DESCRIPTION: Accounting 31 is an introduction to accounting applications software for accountants, bookkeepers, and business managers. This course covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customers and vendor transactions, processing payroll, printing reports, and bank reconciliation. 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. Instructions will be given via announcements in class, on blackboard and other media for weekly activities. You will be required to read the text, submit homework assignments, testing and project work. This course introduces students to fundamental business organization, recording of business financial activities, accounting statements preparation, interrelationships, and the analysis of financial activities for business entities with an emphasis on accounting for corporations.

COURSE OBJECTIVES: Students should, by the end of the semester, become sufficiently comfortable with performing basic accounting functions in QuickBooks Pro as well as using its reference manual and/or help program as a guide. Students should also have an understanding of various other resource tools available to them to use in their daily accounting practices in a business environment. Lastly, students will gain a basic understanding of accounting principles most common to daily recording of transactions of a small business.

ATTENDANCE: Attendance will be taken at the beginning of each class period. Regular attendance is expected. Accounting 31 is a cumulative discipline. This means if you do not attend a class, you will likely not understand the material presented at the next class. You are responsible for all material presented which you miss. Moreover, the attached schedule is tentative and events beyond my control may require me to modify it. It is the student's responsibility to keep up with schedule changes. These changes will be announced in class and on Blackboard. There will be **NO MAKE-UP TESTS, ASSIGNMENTS, QUIZZES, ETC.** unless there has been **A MAJOR CATASTROPHY OR YOU ARE PART OF A SCHOOL FUNCTION** and only if the instructor is notified IN ADVANCE.

Class activities and participation are mandatory. It is expected that you will do the reading before class and be prepared to discuss the chapter during class. A student with more than **THREE ABSENCES** may be dropped from the course. If you are habitually tardy or leave class early, your participation grade will be affected.

EXAMS: There will be a total of 4 examinations including a Final examination (which is not comprehensive). **ALL EXAMINATIONS ARE REQUIRED.** Exams will consist of any or all of the following question types: multiple choice, short answer, true/false, fill-in the blank, and practice sets.

QUIZZES: There will be 8 quizzes each after a chapter in the text (Except Ch. 9). These quizzes are intended to help you retain the information we cover in class and the text.

GRADING: The total number of points you accumulate over the semester will determine your grade.

EXAM 1	=	100 points
EXAM 2	=	100 points
EXAM 3	=	100 points
FINAL EXAM	=	100 points
QUIZES	=	150 points
FILE FOLDERS	=	150 points
<u>PARTICIPATION/ATTENDANCE</u>	=	<u>100 points</u>
TOTAL	=	800 points

A = 90% or better of possible points

B = 80% or better of possible points

C = 70% or better of possible points

D = 60% or better of possible points

F = Less than 60% of possible points

DROP POLICY: If you decide to drop this course, **YOU ARE RESPONSIBLE FOR FILLING OUT ALL OF THE NECESSARY PAPERWORK.** For more details on dropping a class, please refer to the admissions and records office, the Reedley College catalogue or the Reedley College Class Schedule. The final drop date for full term Spring 2015 classes is March 13.

CONDUCT: PLAGIARISM AND CHEATING WILL NOT BE TOLERATED. IF YOU ARE SUSPECTED OF PLAGIARIZING OR CHEATING, YOU WILL RECEIVE A ZERO FOR THE RESPECTIVE ASSIGNMENT, EXAM, ETC. IT IS ALSO POSSIBLE YOU WILL FAIL THE COURSE.

CLASS DISRUPTIONS: If you have cell phones, etc. please turn them off unless there is a verifiable reason that necessitates otherwise. A ringing cell phone will negatively affect your participation points and you will be asked to leave class.

APPAREL: If you are wearing any sunglasses, please take them off unless they are necessary for medical reasons.

ACCOMMODATIONS: 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.

PROCEDURES: Read each chapter before coming to class. Answer end-of-chapter questions as homework (quizzes are based on these questions). You do not need to turn these in.

ASSIGNMENTS: You will be given file folders on the first night of class. These are to keep your respective company files in. To earn the file folder points outlined in the class you must complete all entries into Quickbooks and print out the resulting documents per your text. Enough time will be given during class and the lab to complete this task, however if you are unable to complete during the time allotted or miss a class, it is your responsibility to make it up. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

TENTATIVE SCHEDULE; SUBJECT TO CHANGE

SECTION 1 Intro & Service Company

Ch. 1 Intro to Quickbooks

Ch. 2 Sales & Receivables

Ch. 3 Purchases & Payables

Ch. 4 General Accounting

SECTION 2 Merchandising Company

Ch. 5 Sales & Receivables

Ch. 6 Purchases & Payables

Ch. 7 General Accounting

SECTION 3 Payroll (Ch. 8)

SECTION 4 Create a Company (Ch.9)

THIS SYLLABUS AND THE ACTIVITIES FOR THE COURSE ARE SUBJECT TO MODIFICATION AS THE INSTRUCTOR DEEMS NECESSARY.

Jan 14	Introduction, Review syllabus, Accounting Review Ch.1 Intro to Quickbooks
Jan 21	Quiz Ch. 1, Ch. 2 Sales & Receivables (Service Company)
Jan 28	Ch. 2 Continued
Feb 4	Quiz Ch. 2, Ch. 3 Payables & Purchases (Service Company)
Feb 11	Ch. 3 Continued

Feb 18	Quiz Ch. 3, Ch. 4 General Accounting/ End of Period (Service Company)
Feb 25	Ch. 4 Continued
Mar 4	Quiz Ch. 4, EXAM 1 (Service Co.) Ch. 5 Sales & Receivables (Merchandise Company)
Mar 11	Ch. 5 Continued
Mar 18	Quiz Ch. 5, Ch. 6 Payables & Purchases (Merchandise Company)
Mar 25	Ch. 6 Continued
Apr 1	NO CLASS - HOLIDAY
Apr 8	Quiz Ch. 6, Ch. 7 General Accounting/ End of Period (Merchandise Company)
Apr 15	Ch. 7 Continued
Apr 22	Quiz Ch. 7, EXAM 2 (Merchandise Co.) Ch. 8 Payroll
Apr 29	Ch. 8 Continued
May 6	Quiz Ch. 8, EXAM 3 (Payroll) Ch. 9 Creating a Company
May 13	Ch. 9 Continued
May 20	FINAL EXAM (Creating a Company) 6:00 – 8:50 PM

MISCELLANEOUS:

1. Food and drinks are prohibited in the building. Please adhere to this policy.
2. School Computer use is for the educational benefit of the students. Reedley College will not tolerate viewing of inappropriate materials or improper use of equipment. Any violation of school policy will result in disciplinary action.