

Accounting 1280-100
QuickBooks Pro Accounting
Class Syllabus – Spring 2024
(Instructor Reserves the Right to Make Changes)

Instructor: Amber Fox
Email: Amber_Fox@ivcc.edu
Office: A 325
Office Phone: 815-224-0348
Cell Phone: 815-876-6111
Office Hours: MWF 11am to 12pm, TTH 9-9:30am & 12:30-1pm
After April 18 TTH will move to 11am to 12pm

Prerequisites

ACT 1210 (with C or better) or ACT 1010 or consent of instructor

Required Materials

REQUIRED: Computer Accounting with QuickBooks Online, 4th edition, by Donna Kay, McGraw-Hill Education, 2024 & Inclusive Access with Connect

WEBSITES:

Computer Accounting with QuickBooks Online Student Website:
www.my-quickbooksonline.com

QuickBooks Online:
<http://qbo.intuit.com>

Course Description

This course utilizes QuickBooks Online, to perform various financial accounting functions including general ledger, accounts payable, accounts receivable, inventory, and fixed assets. There is an emphasis on payroll regulations and the payroll functions of maintaining employee information, processing the payroll, and preparing required governmental reports.

Expected Learning Outcomes

Upon successful completion of the course, the student will be able to;

- 1) Be able to open, back up, and restore QuickBooks files.
- 2) Be able to enter bills, pay bills, and write checks.
- 3) Be able to create invoices, receive payments, enter sales receipts, and make deposits.
- 4) Be able to make general journal entries and perform period-end procedures.
- 5) Be able to receive items, sell items, process sales discounts, adjust quantity/value on hand, and pay sales tax.
- 6) Be able to use the Easy Step interview.
- 7) Be able to perform the payroll setup.
- 8) Be able to pay employees, pay payroll liabilities, and process payroll forms.
- 9) Be able to transfer funds, reconcile accounts, and enter credit card charges.
- 10) Be able to process transactions for a merchandising company.

- 11) Be able to record job income, record job payroll expenses, and track time for employees and jobs.
- 12) Be able to create reports, graphs, subaccounts, invoices, letters, and memorized transactions, and fiscal year closing.

Grading and Assessment of Student Learning

GRADING			BREAKDOWN	
A	90-100	1,170 – 1,300 pts	Chapter Assignments Chapter Projects	200 pts 200 pts
B	80-89	1,040 – 1,169 pts	Quizzes	200 pts
C	70-79	910 – 1,039 pts	Comprehensive Case	400 pts
D	60-69	780 - 909 pts	Mid-term Exam Final Exam	150 pts 150 pts
F	0-59	779 pts and below	Total Points	1,300 pts

Structure of the Class

We have a limited amount of time in which to cover a great deal of information; therefore, we will try to stick to our schedule and cover the material in an organized fashion.

This class is administered in an online format. As such, you will be required to use a greater amount of self-discipline and independent effort than you might otherwise use in a face-to-face format.

QuickBooks Online Accounting will introduce you to a dynamic accounting software program that is widely used in the business world. It will be important to spend the required amount of time to become completely familiar with the program and understand its many features. It will also be important to make sure that you complete all homework assignments in a timely manner per the assignment schedule.

The course will be administered through Brightspace and Connect where you will submit your weekly chapter assignments, chapter projects, quizzes, take your mid-term and final exams, and submit your comprehensive case. You will use QuickBooks online to work through the chapter exercises and complete the end of chapter exercises.

I encourage you to contact me with any questions you might have or difficulties you encounter.

Attendance Policy

Since this is an online format, your “attendance” will be monitored by your on-time submissions of assignments. **You are expected to keep up with the course including its assignments and deadlines. I expect you to submit your work on an ongoing basis throughout the semester; failure to follow this rule can cause you to be withdrawn from the class at the discretion of the instructor!**

Classroom Rules

Since this is an online class, the classroom rules are essentially to follow the instructions as given to

you in this Class Syllabus along with the following rules for Netiquette as outlined below.

Instructor Expectations

QuickBooks Online is taught using the Computer Accounting textbook that you are required to purchase with this class. The instructions in each chapter are self-explanatory as the author takes great pains in making sure that, if the student follows the step-by-step instructions, they should have little difficulty in completing the assignments.

Make sure you follow the chapter instructions carefully to meet all of the requirements for submission for each chapter. I expect students to carefully enter the data as described by the author, being sure to check their work as they go along. Your grade will be awarded based on how well you follow these directions. You should plan to work through these assignments throughout the week to complete the chapter by the due date.

To be successful you should:

- 1) Read the chapter quickly to get a “feel” of the material
- 2) Work the problems as assigned.
- 3) Review the solutions to the material assigned. The solutions will be available in Connect as soon as the due date has passed. Rework any problems you struggled with.
- 4) IF YOU ARE HAVING PROBLEMS, MAKE AN APPOINTMENT TO SEE ME, I CANNOT HELP YOU IF YOU DO NOT ASK FOR HELP

Assessment Guidelines

Chapter Assignments

You will have 10-chapter assignments with each being worth 20 points. The assignments will consist of the in-chapter work and the end of chapter exercises using QuickBooks Online (QBO). The chapter assignments are to be completed according to your assignment schedule, located in Brightspace, using Connect. There is no time limit, other than the due date, to complete your assignment. Each assignment will vary in length depending on the complexity of the chapter. I reserve the right to change homework assignments/due dates.

You will use QBO and the example company, Mookie the Beagle Concierge for both the in-chapter work and the end of chapter exercises. Your assignments and due dates are located in the Course Calendar and in Brightspace under Content, Course Schedule. Connect will automatically grade your assignments. Any file attachment questions will be manually graded by the instructor. The homework is set to allow up to 3 attempts (submissions) and 3 “check my works” which will repopulate with each attempt. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the chapter assignments will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your homework, please contact me.

Chapter Projects

You will have 10-chapter projects with each being worth 20 points. You will use QBO and the example company, Xafra Cyber. Your projects and due dates are located in the Course Calendar and in Brightspace under Content, Course Schedule. Connect will automatically grade your assignments. Any

file attachment questions will be manually graded by the instructor. The homework is set to allow up to 3 attempts (submissions) and 3 “check my works” which will repopulate with each attempt. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the projects will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your projects, please contact me.

Quizzes

You will have 10 quiz assignments with each being worth 20 points. The quizzes are to be completed according to your assignment schedule, located in Brightspace, using Connect. You will have 30 minutes to complete each quiz.

The quiz questions will be in the form of multiple choice, multiple answer, and matching. The quiz questions are the practice quizzes that appear in your textbook towards the end of each chapter.

Solutions to the quizzes will be available in Connect immediately following the due date. To locate your feedback, open the quiz after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding the quiz, please contact me.

Exams

There will be two exams worth 150 points each (total of 300 points) which will be taken in Connect; one will be taken at mid-term and the other during finals. These exams are not proctored; however, you are expected to take these on your own time and without the help of other students. You may use your textbook, software, or any other notes or study materials to complete the exams. You should not use any other resources other than those mentioned. **Failure to follow these instructions is a violation of the plagiarism rules for IVCC which can result in expulsion from this class and/or the college.**

The mid-term exam will cover chapters 1 through 5 and the final exam will cover chapters 6-10. Each exam is made up of 75 multiple choice questions worth 2 points each. You will have 90 minutes to complete each exam.

Solutions to the exams will be available in Connect immediately following the due date. To locate your feedback, open the test after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding the exams, please contact me.

Comprehensive Case

You will have a comprehensive project that will be due at the end of the semester after all regular chapter work has been completed. This project is an expanded version of the chapter assignments and are summary in nature. This final project will be worth 400 points and will be due according to the course calendar and will be submitted through Connect.

You will use QBO and the example company, Mookie the Beagle Coach for your comprehensive case. The due date for the comprehensive case is located in the Course Calendar and in Brightspace under Content, Course Schedule. Connect will automatically grade your case. Any file attachment questions will be manually graded by the instructor. The case is set to allow up to 3 attempts (submissions) and 3

“check my works” which will repopulate with each attempt. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the case will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the case after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your case, please contact me.

Late Submission Policy

All assignments are due according to the assignment schedule, unless otherwise specified by the instructor. Late work will not be accepted and will be given a 0.

Work may be submitted early.

Exams are due as specified in the Course Calendar. There will not be any makeup tests **unless the student contacts the instructor before the due date of the exam. If the student does not contact the instructor before this date, they will receive a zero!** If the student should contact the instructor with a legitimate reason as determined by the instructor as to why they could not take the test during the allotted time, an alternative time will be arranged. This will be done only under extreme circumstances.

Should the student know in advance that they will not be able to take a test before the due date; the student should contact the instructor right away. Waiting until the night before the exam is not acceptable notice unless in the case of an emergency. The student will be required to take the exam in advance of the due date.

Extra Credit Policy

Extra credit is not guaranteed; however, I reserve the right to add additional assignments or course work as extra credit should I deem it beneficial to the class.

Plagiarism and Cheating Policy

Plagiarism involves using another person's exact words or thoughts without citing the source in your work. Plagiarism is therefore an illegal act that constitutes a type of theft from another individual. Such actions are not tolerated in the business world and will not be tolerated in class. Whenever exact quotes are used, citing the source of the original material is required. Illinois Valley Community College prohibits plagiarism in any form. Students found plagiarizing or cheating in any way will result in a 0 for that particular assignment. Should there be a repeat offense the student will be brought to the attention of the Department Dean and subject to disciplinary actions as determined by the college.

Center for Accessibility and Neurodiversity (CAN)

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

Withdrawal Policy and Financial Aid

You may be withdrawn from the class in one of two ways:

Instructor Initiated – Based on the attendance requirement outlined above, I reserve the right to withdraw a student from class without prior notification.

Student Initiated – Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or at www.ivcc.edu/withdraw, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. **IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that student.

If the student has stopped participating, it is the student's responsibility to ensure that a withdrawal has been submitted by the final withdrawal date. **The last day to withdraw for this class is April 9, 2024. Any student who has not withdrawn from the class after this date will receive a letter grade!**

Communicating with the Instructor

The instructor's contact information is listed above. You may contact me by phone, in person or email. I only respond to emails, calls, texts between the hours of 8AM and 8PM. Any communication received within this time period will be answered as soon as possible or within 24 hours. When contacting the instructor using email, be sure to place your full name in the subject line along with your class number and section.

Student Email

Should I need to communicate with the class I will send an email to your IVCC account. You are responsible for checking your IVCC email frequently. For information on accessing this account, go to <https://www.ivcc.edu/studenthelpdesk/>.

Online Requirements

Brightspace

All materials, communication, grades, course documents, and so on will be provided for you through Brightspace. Your college will enroll you in your Brightspace class based on the class roster.

Please be sure to check Brightspace each day for announcements from your instructor concerning all important information for this class. Also, be sure to verify that your student email account is working. Important announcements may also be emailed to you through Brightspace by your instructor. It is the student's responsibility to ensure that their student email is correct and working properly.

To log in the First Time:

- 1) Go to <http://ivcc.brightspace.com/d21/home>
- 2) Follow the instructions

Connect

All chapter assignments, projects, quizzes, comprehensive case, and exams will be completed using Connect. It is your responsibility to register and monitor your use of this online system.

For any technical issues regarding Connect, please contact Connect technical support. Your instructor cannot troubleshoot technical problems with this system.

GENERAL TECHNICAL ASSISTANCE

The center provides individualized academic assistance to all students utilizing computer technology. The Help Desk Support Staff provides assistance to students in person, on the phone, and via e-mail.

Phone: 815-224-0318
Location: Library
Email: heather_crawley@ivcc.edu
Web Page: <https://www.ivcc.edu/studenthelpdesk/>
Contact Person: Heather Crawley – heather_crawley@ivcc.edu

If you need assistance with communication tools or software issues, contact our staff. If you are having trouble with your computer, you will need to contact the manufacturer or the store where you bought it. If you are having trouble with your Internet connection, you should contact your Internet Service Provider (ISP).

In case you are having difficulty logging into Blackboard or accessing your student email, please refer to the student help desk. This page is located at <https://www.ivcc.edu/studenthelpdesk/>

Please call 815-224-0318 as soon as you detect a problem during regular campus hours.

NETIQUETTE

In the virtual classroom, you communicate with your classmates and Instructor primarily in writing through the public course bulletin board, email, and sometimes chat sessions. “Online Manners” are generally known as “netiquette”. As a general rule, you should adhere to the same classroom conduct that you would “off-line” in a face-to-face course. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. This is generally understood as SHOUTING.
- Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or more people.
- Students use of grammar and spelling matter in all classrooms whether face-to-face or online.
- Never use profanity!!
- When responding to messages, only use “Reply to All” when you really intend to do so.
- Avoid unkindly public criticism of others. Publicly criticizing other in an inappropriate way is known as “flaming”.
- Use sarcasm cautiously, in the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may be misinterpreted.
- Please do not use slang or common Internet and text-based abbreviations. Not everyone may understand.

Course Calendar

Please see the Course Calendar located in Brightspace under Content, Syllabus & Course Calendar for all assignment due dates.