# Accounting 1280-100
# QuickBooks Pro Accounting
# Class Syllabus – Spring 2019
*(Instructor Reserves the Right to Make Changes)*

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## *Prerequisites*
None

## *Required Materials*
*REQUIRED: Computerized Accounting with QuickBooks 2018, Donna Kay*

## *Course Description*
This course utilizes QuickBooks Pro Software 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 government 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 | Exams (2) | 20% |
| B | 80-89 | Chapter Assignments | 40% |
| C | 70-79 | Quizzes | 20% |
| D | 60-69 | Projects (4) | 20% |
| F | 0-59 | | |

## 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 Pro 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 Blackboard and the use of Connect software system where you will submit your weekly chapter assignments, take your mid-term and final exams, and submit your projects.

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 Pro Accounting 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 in order 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 in order 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. Working and reworking problems will help develop the skill sets necessary to apply the concepts
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 13 chapter assignments with only the highest 11 counting, meaning I will drop the 2 lowest homework scores. The chapter assignments are to be completed according to your assignment schedule, located in Blackboard, 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. Each chapter assignment will vary in points with more difficult assignments being worth more points. I reserve the right to change homework assignments/due dates.

Each homework assignment will be in the form of the in-chapter example company and the exercises at the end of the chapter. Connect will automatically grade your assignments. It is set to allow up to 3 attempts and 3 "check my works" in doing the problems. 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.

### Quizzes
You will have 13 quiz assignments with only the 11 highest counting, meaning I will drop the lowest 2 quiz scores. The quizzes are to be completed according to your assignment schedule, located in Blackboard, using the Connect system. You will have 60 minutes to complete each quiz. Each quiz is worth 20 points and will have 20 questions, it will be due according to your assignment schedule.

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 totaling 200 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. **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**. **You may use your textbook, software, or any other notes or study materials in order to complete these two exams.**

Each exam is comprised of 75 points of multiple choice and 25 points of short answer. Each exam will have a time limit of 2 hours, no exceptions.

Solutions for these two exams will be available after the due date in Connect.

**Projects**

You will have 4 projects that will be due towards the end of the semester after all regular chapter work has been completed. The projects are an expanded version of the end-of-chapter homework assignments and are summary problems in nature. Projects 3 and 11 are worth a total of 101 points, projects 13 and 15 are also worth a total of 101 points. The projects will be due according to the assignment calendar and will be submitted through Connect.

## *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.

I realize that emergencies happen and are out of the control of the student which might make it impossible to meet a due date for a given assignment; therefore, I will drop the 2 lowest chapter assignments and quizzes. This will allow for most any unforeseen circumstances that might arise.

Exams are due during the week as specified in the Course Schedule. Exams can be taken any time during the exam window**.** There will not be any makeup tests **unless the student contacts the instructor before the final dates for 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 will a legitimate reason as determined by the instructor as to why they could not take the test during the allotted week, 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 an exam during the allotted week; the student should contact the instructor right away so that the exam can be taken in advance.

## *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.

## *Special Needs*

This course is designed to support a diversity of learners. My hope is to create a safe 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 a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) for which you may need accommodations, please contact the Disability Services Office in B-204. Tina Hardy tina_hardy@ivcc.edu, 224-0284 or Valorie Smith valorie_smith@ivcc.edu, 224-0634 work in that office and can help determine if you are eligible for support.

## *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 particular student. **The last day to withdraw for this class is April 8, 2019. 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 www.ivcc.edu/studenthelpdesk.aspx?id=16712.

## *Online Requirements*

### Blackboard

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

**Please be sure to check Blackboard 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 Blackboard 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://blackboard.ivcc.edu
2) Follow the instructions

### Connect

All chapter assignments, quizzes, Excel problems, 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:         D201
Email:            crc@ivcc.edu
Web Page:         http://www.ivcc.edu/crc
Contact Person:   Michelle Story – Michelle_Story@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, IVCC has set up a "Known Technical Issues" page for your convenience. This page is located at http://www.ivcc.edu/its/students/KnownIssues.html.

Please call 815-224-0555 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.

Source: How to Succeed in an Online Course: Study Skills and Survival Tips. 6.2.05
http://www.distancelearning.org/howtosucceed.html


## *Course Calendar*
The following link will provide you with a detailed calendar for the Spring 2019 semester
ACT 1280-100 Online Course Calendar Spring 2019.xlsx