

ACCT 2110-N1 QuickBooks Accounting I

Semester/Year: Fall 2015

Lecture Hours: 1 Lab Hours: 2 Credit Hours: 2

Class Time: Online Days: NA Room: NA

Instructor's Name: Gary Becker

Instructor's Contact Office: 268-2242 Email:
Cell Phone: 277-8815 gbecker@caspercollege.edu

Office: BU125

Office Hours: 9:00-11:00 AM – M-Th & 1:00 -2:00PM M,T,Th & By Appointment

Course Description: Applying accounting fundamentals to solving problems with the microcomputer. Specifically Quickbooks 2015. Problems involve cash journals, general ledger, and related topics. Preparing and interpreting statements of a financial nature.

Required Text and Materials:

Computer Accounting with QuickBooks 2015, 17th Edition, by Donna Kay. McGraw-Hill Publisher. Students need to have Microsoft Excel available and some basic knowledge of its use. Student will need a jump (thumb) drive as well.

Prerequisites: ACCT 210, keyboarding skill, basic knowledge and skill with Excel or permission of instructor.

Outcomes:

1. Solve problems using critical thinking and creativity
2. Use quantitative analytical skills to evaluate and process numerical data

Course Objectives:

1. Students will apply accounting terms, concepts, principles and procedures applicable to a business using QuickBooks 2015.
2. Students will perform and evaluate software setup procedures, data entry and manipulation, information retrieval, and trouble shooting in the QuickBooks environment.
3. Students will perform at a minimum of a 70% average on homework, quizzes, exams and projects to demonstrate these abilities.

Methodology: This is an online class where the student will work through a variety of exercises and projects using QuickBooks software. Students will use the “Go Paperless” method of submitting their assignments in the Moodle shell for this class. **Always add your name to the company name.**

Evaluation Criteria:

Homework: There will be 12 End-of-chapter quizzes worth approximately 10 points each and 12 End-of-chapter spreadsheet transmittals worth varying points as indicated on the Daily Schedule. Late assignments will incur a 50% deduction for the 1st week following the due date and will not be accepted after that.

Exams: There will be 2 exams worth 100 points each and a comprehensive final exam project worth 200 points. The questions on the first two exams are True/False, Multiple Choice, Fill-in and possibly problems from the chapter. The Final will be a comprehensive problem you will do through the QuickBooks software and submit. Make-up exams will only be given under extreme circumstances.

Participation: Forum Discussions will be open for each chapter and students are encouraged to use these to ask questions or help other students with questions regarding the software and assignments. Students will be given up to 5 bonus points for each chapter if they post in these forums. Each post will be given one point of credit if it meets the criteria given in the forum rubric in the Moodle shell.

Grading Scale

A	90%
B	80%
C	70%
D	60%

Last Date to Withdraw: November 12, 2015

Last Date to Audit: With instructors permission

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the Business & Industry School Dean, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar or course schedule: A separate daily schedule is provided for this class giving a day by day calendar of topics and assignments. This schedule may change as needed, but gives you an outline of when topics are covered and assignments due in order to complete the 12 chapters of this course.

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NOTE: If you have any questions regarding the syllabus or materials assigned in this class, please ask for verification. Planning for success includes knowing what is expected of you!

