

COURSE SYLLABUS

ACNT 1311 (3:3:0)

Introduction to Computerized Accounting

Accounting Associate Business Administration

Department Technical Education Division

Levelland

SOUTH PLAINS COLLEGE

SPRING 2016

Krishna Hoelscher

SPRING 2016 SYLLABUS

COURSE TITLE: ACNT 1311, Computerized Accounting
 INSTRUCTOR: Krishna Hoelscher
 OFFICE LOCATION: Technology Center, 104
 PHONE: 806-716-2244
 E-MAIL: khoelscher@southplainscollege.edu
 OFFICE HOURS:

Time	Mon/Wed	Tue/Thurs	Friday
8:00 - 9:15	ACNT 1329 Payroll Tax Accounting TC 103		OFFICE 8:30-11:30
9:30 - 10:45	OFFICE 9:30-11:00	POFT 1325 Business Math TC 103	
11:00 - 12:15		ACNT 1304 Intro to Accounting II TC 103	
1:00 - 2:15	ACNT 1311 Intro to Computerized Accounting TC 103	POFI 2301/POFI 2340- Beginning/Advanced Microsoft Word 2013 TC 103	
2:30 - 4:00		OFFICE 2:30-4:00	

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

COURSE DESCRIPTION: Prerequisite: 3 hours of accounting or consent of instructor. This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

COURSE LEARNING OUTCOMES: The student will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project that entails the major course competencies and outcomes; and identify and explain the components of general ledger software.

ACADEMIC INTEGRITY: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Refer to the College Catalog under Academic Integrity for detailed information about plagiarism.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers. **Dishonesty in any form in this class will result in immediate dismissal and an "F" as the final grade.**

SPECIFIC COURSE INFORMATION AND REQUIREMENTS: TEXTBOOKS:

- *Using QuickBooks Accountant for Accounting 2015*, Owen (Cengage Publishing).
Note: A QuickBooks software CD is included with this textbook.

SUPPLIES:

- Software—QuickBooks software is provided with the textbook.
- One Jump Drive will be needed for this course – save on this flash drive. Please do not save on your classroom computer, as you will need to access your assignments from home. Make sure you bring your textbook and CD that comes with your book to all classes.

ATTENDANCE POLICY: Punctual and regular attendance is required of all students. Missing four consecutive classes or having a total of five absences *may* result in an instructor-initiated withdrawal. Students are responsible for all missed material. If a student is absent on a day that a test is given, **he or she will not be allowed to make up the test unless arrangements are made prior to the test day.** Any student not present at roll taking will be counted absent unless prior arrangements have been made.

PROFESSIONALISM: The courses in your program of study are designed to prepare you for employment in the work world. Businesses require that you behave in a professional manner, so you are expected to practice professionalism in class. This includes everything from being courteous to your instructor and fellow students to the use of cell phones and other electronic devices.

ASSIGNMENT POLICY: Students are required to complete reading assignments, homework assignments, and exams as assigned by the instructor. Chapters and assigned course content needs to be read prior to completing assignments. **Assignments are due by 4:00 PM on the date indicated on assignment instruction sheets. Late work will NOT BE ACCEPTED. Most assignments will be submitted through Blackboard and must be submitted with the subject line of the e-mail containing your last name and the chapter and assignment number submitted. Please do not send your assignments to my SPC e-mail address. If you send your assignments to my SPC e-mail, it will not be graded. Failure to identify and send assignments correctly will result in lost points.**

Grading Policy: Your grade for this course will be based on the following points:

Chapter Assignment Submissions	20%
Case Problem Submissions	25%
Exercise Submissions	25%
Comprehensive Problems	30%

Grading Scale: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60

Class Schedule:

Week 1	Course Introduction
Weeks 2-6	QuickBooks Part 1
Weeks 7-15	QuickBooks Part 2/Appendix 1 & 2
Week 16	Finals Week

Technical Problems/Support: If you are having computer problems, please let me know. I will try to help you if I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a bad flash drive, computer crash, or any other situation, there is nothing I can do about it. You need to make backup copies and have a backup plan in place.

ACCOMMODATIONS: EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

DISABILITIES STATEMENT:ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

DIVERSITY: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

**ACNT 1311 – Computerized Accounting
Course Learning Outcomes**

OVERALL

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, nonprofit, and manufacturing businesses.
2. Complete exercises using accounts payable, accounts receivable, invoicing, payroll, inventory, and job cost systems.
3. Complete the computer accounting cycle using QuickBooks software.
4. Complete exercises to customize forms, online resources, and export data to a word processing program and Microsoft Excel.
5. Prepare financial statements and complete financial statement analysis.
6. Complete computer accounting projects that require designing service and merchandising businesses.

QUICKBOOKS

Understand how to start Quickbooks	Record Customer Sales on account and sales returns
Create - Backup and Restore Files	Receive Customer Payments
Create blank company within QuickBooks	Record a Compound Journal Entry
Edit the chart of accounts	Write checks for expenses
Enter beginning balances Record	Make deposits
Check register entries Understand how to correct an error	Complete Account Reconciliation
Create and complete account reconciliation	Print a Trial Balance
Create and display the trial balance	Record and Post quarterly adjusting entries in the general journal
Create and display financial statements	Close the fiscal year
Enter Vendor Records	Print a post-closing trial balance
Enter Inventory Items	Record one month of transactions in a general journal
Enter Bills and Record Purchase Returns	Complete Account Reconciliation
Pay Bills	Print Financial Statements
Enter Customer Records and Defaults	