

CENTRAL TEXAS COLLEGE
SYLLABUS FOR ACNT 1311
INTRODUCTION TO COMPUTERIZED ACCOUNTING
Semester Hours Credit: 3
INSTRUCTOR:
OFFICE HOURS:

I. INTRODUCTION

A. Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

B. ACNT 1311 is a required course for the Certificate in Accounting Technician.

C. Introduction to Computerized Accounting is a foundation course for a Certificate in Accounting Technician. This is an introductory course in computerized accounting systems that includes the hands-on use of computerized accounting systems. The software used is QuickBooks, a full featured accounting package used in many small and mid-sized businesses. It requires students to record day-to-day accounting transactions using QuickBooks 2011 software

The course includes the entire accounting cycle from the initial set up of a company to the completion of year-end reports and financial statements. This course would also assist the student in preparation for The QuickBooks User Certification Exam.

D. Prerequisites: None

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary's Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, C1, 2, B, etc.) and foundation skills (B, C1, 2, FA, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in "A SCANS Report for America 2000," Executive Summary, furnished.

II. LEARNING OUTCOMES Upon successful completion of this course, Introduction to Computerized Accounting, the student will be able to:

- 1) Install, Navigate, Explore and be able preform basic QuickBooks tasks
- 2) Customize QuickBooks and the Chart of Accounts
- 3) Use the banking functions
- 4) Administer Customers and record credit sales
- 5) Administer Vendors, Purchases and Inventory
- 6) Administer Employees and Process Payroll
- 7) Setup New Companies
- 8) Complete the accounting cycle for a Service Company
- 9) Complete the accounting cycle for a Merchandising Corporations: Sales, Purchases and Inventory
- 10) Perform Merchandising Corporations: Payroll
- 11) Recognize, discuss and evaluate Advanced QuickBooks Features .
- 12) The following SCANS competencies and foundations skills will be covered in this course:

1. Foundation Skills:

a. Basic Skills

- (1) Reading (FA1)
- (2) Writing (FA2)
- (3) Mathematics (FA3)
- (4) Listening (FA4)
- (5) Speaking (FA5)

b. Personal Qualities

- (1) Responsibility (FC1)
- (2) Self-esteem (FC2)
- (3) Sociability (FC3)
- (4) Self-management (FC4)
- (5) Integrity/honesty (FC5)

2. Competencies

a. Resources

- (1) Time (CA1)
- (2) Money/budget (CA2)

b. Information

- (1) Acquires/uses (CC1)
- (2) Organizes/maintains (CC2)
- (3) Interprets/communicates (CC3)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (CC3, FA1 & 5)

B. Homework Assignments: Instructor will assign homework exercises, problems and projects which must be completed as scheduled.. (FA2, FA3, FC1, CA1, CC1 through CC3)

C. Class Attendance: (Refer to CTC Catalog, Page 66 for detailed policy). (FC1 & 4) You are expected to attend each class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.

V. EXAMINATIONS (CC1 through CC3; CA1, CA2; FA1 through FA5)

A. There will be one major exam

B. Quizzes will be administered for each chapter along with homework, exercises and Web Quest assignments.

VI. SEMESTER GRADE COMPUTATIONS

A. Points for grades will be awarded as follows:

Chapters 1-12 end-of-chapter exercises (10 points each)	120
Chapters 1-12 end-of-chapter exercises projects (10 points each)	120
Chapters 1-12 Web Quest Assignments (10 points each)	120
QuickBooks Cases 9, 10, 11 and 12 (100 points each)	400
Chapters 1-12 Multiple choice tests (20 points each)	240
Live Consulting Project	200
Comprehensive exam	200
Total	1400

B. Letter grades will be assigned based on the percentage of total points earned as follows: 90-100% = A
80- 89% = B 70- 79% = C 60- 69% = D BELOW 60% = F VII.

NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "IP" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom.

E. American's With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

G. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

a. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.

b. Collusion: Using another's work as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.

c. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action. (FC5)

VIII. COURSE OUTLINE

Unit One: Setup, Navigate and Explore QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Explore basic QuickBooks functionality

- Install QuickBooks
- Start QuickBooks
- Open a company
- Change company name
- Navigate QuickBooks
- View QuickBooks icon bar
- Explore QuickBooks Menus
- Explore QuickBooks help
- Perform company data back up
- Restore company data
- Close company

- Exit QuickBooks
- b) Customize QuickBooks and the Chart of Accounts
- Customize QuickBooks
 - Customize with QuickBooks Editions
 - Customize QuickBooks using Preferences
 - Customize QuickBooks Favorites
 - Customize Chart of Accounts
 - Display chart of accounts
 - Display account numbers
 - Add new accounts
 - Delete accounts
 - Edit accounts
 - Print chart of accounts
 - Customize QuickBooks Security
 - Customize QuickBooks Snapshots
 - Customize QuickBooks Calendar

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Two: Manage Banking Activities, Customers and Credit Sales Activities in QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Banking

- View and print check register
- Make deposits
- Write checks
- Print a journal
- Reconcile bank statements
- Online banking

b) Customers and Sales

- Enter Credit Card Charges
- View customer list
- Add new customer
- Edit customer information
- Add a job
- Enter cash sales
- Record credit sales and create invoices
- Perform online billing

- Create reminder statements
- Record customer payments on account
- Record bank deposits
- Print journal entries
- View and Print Customer reports

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
 - b. Reading assignments (FA1, FC1)
 - c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
 - d. Review glossary for key terms (FA1)
3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Three: Manage Vendors, Purchases and Inventory Activities in QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- Demonstrate Vendor navigation
- View vendor list
- Add new vendor
- Prepare Items and Services list
- Add new item
- View item list
- Create purchase orders
- Receive inventory
- Receive bills
- Pay bills
- Receive inventory with bills
- Enter bills
- Pay sales tax
- Vendor reports

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
 - b. Reading assignments (FA1, FC1)
 - c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
 - d. Review glossary for key terms (FA1)
3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Four: Manage Employee and Payroll Activities Using QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- Complete Payroll setup
- Demonstrate Employee navigation
- Customize QuickBooks Payroll
- Manage Employee list
- Manage Time tracking

- Transfer time to sales invoices
- Use QuickBooks Payroll Services
- Create and print paychecks
- Pay payroll liabilities
- File Payroll tax forms
- Prepare Payroll reports

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Five: Prepare Reports, Graphs and Exports in QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- Print the Trial balance
- Record Adjusting entries
- View and Print the Adjusted trial balance
- View and Print General ledger
- View and Print Financial statements
- View and Print Profit and loss
- View and Print Income and expense graph
- View and Print Balance sheet
- View and Print Statement of cash flows
- View and Print Tax reports
- View and Print Income tax preparation report
- View and Print Income tax summary report
- View and Print Income tax detail report
- View and Print Export data to TurboTax
- View and Print Management reports
- View and Print Cash flow forecast
- Save Reports to electronic files

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Six: New Company Setup and Accounting for Service Companies in QuickBooks

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) New Company Setup

- Perform Easy-step interview
- Complete QuickBooks company setup
- Create a customer list
- Create a vendor list
- Create an item list
- Create Bank accounts
- Print Customer, Vendor and Items Lists
- Customize QuickBooks
- Enter Company Information
- Customize preferences
- Customize chart of accounts

b) Accounting for Service Companies

- Record owner's investment
- Record purchase transactions
- Record a memorized transaction
- Record sales transactions
- Make adjusting entries
- Print Reports
- Close the accounting period

2. Learning Activities:

a. Classroom lecture/discussion (FA5, CC1 through CC3)

b. Reading assignments (FA1, FC1)

c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)

d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Seven: Merchandising Corporations: Sales, Purchases, Inventory and Payroll

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Merchandising Corporations: Sales, Purchases and Inventory

- Setup new company
- Customize QuickBooks
- Create a customer list
- Create a vendor list
- Create an inventory list
- Create a sales tax item
- Customize chart of accounts
- QuickBooks opening adjustments
- Record purchase transactions
- Record sales transactions
- Make adjusting entries
- Print reports

b) Merchandising Corporations: Payroll

- Use QuickBooks Payroll Services

- Process Payroll Manually
- Print employee list
- Print paychecks
- Print payroll Journal Entries
- Pay payroll liabilities
- Process payroll forms
- Print payroll reports

Unit Eight: Discover Advanced Features in QuickBooks and Complete Live Consulting Project

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Advanced Features for Accountants

- Prepare and print income tax reports
- Prepare Budgets
- Prepare Estimates
- Prepare Progress billings
- Complete Credit card sales
- Write off Bad debts
- Execute Memorized reports
- Document the Audit Trail
- Prepare the Accountant's review copy
- Utilize the Ask My Accountant suspense account
- Demonstrate Document Management
- Utilize QuickBooks Mobile Apps

b) QuickBooks Live Consulting Project

- Milestone 1 Proposal
- Milestone 2 Company Setup
- Milestone 3 Lists
- Milestone 4 Transactions
- Milestone 5 Memorized Reports
- Milestone 6 Documentation
- Milestone 7 Presentation

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Assignments

Week	Topic	Exercises	Project	Quiz	Case	Milestone
Week 1	Explore basic QuickBooks functionality	1	1	1		
Week 2	Customize QuickBooks and the Chart of Accounts	2	2	2		
Week 3	Manage Banking Activities, Customers and Credit Sales Activities in QuickBooks	3	3	3		
Week 4	Banking	4	4	4		
Week 5	Customers and Sales	5	5	5		
Week 6	Manage Vendors, Purchases and Inventory Activities in QuickBooks	6	6	6		
Week 7	Manage Employee and Payroll Activities Using QuickBooks	7	7	7		
Week 8	Prepare Reports, Graphs and Exports in QuickBooks	8	8	8		MS 1, 2
Week 9	New Company Setup Start Live Consulting Project	9	9	9	9	MS 3,4
Week 10	Accounting for Service Companies	10	10	10	10	MS 5
Week 11	Merchandising Corporations: Sales, Purchases and Inventory and Payroll	11	11	11	11	MS6
Week 12	Advanced Features for Accountants	12	12	12	12	MS7

b) QuickBooks Live Consulting Project