

BA 228: Computerized Accounting CRN 48805

Syllabus Spring 2017

Instructor: Mary Vedaa

F - 202 T,R 1:00 – 2:50 PM

Email: mary.vedaa@linnbenton.edu Phone: 541-917-4265

Office Hours: MKH-117 M and W 12:00 – 1:50 and by appointment

Required Text: Using QuickBooks Accountant – For Accounting 2015, by Glenn Owen; copyright 2015 by South-Western, Cengage Learning. Students will also need a thumb drive.

Course Description:

Provides hands-on computer experience in accounting applications, including general ledger, accounts receivable, accounts payable, payroll, and financial statements. Prerequisites: BA 111 Practical Accounting I or BA 211 Principles of Accounting: Financial with a C or better.

Course Outcomes:

- Create a new company within the QuickBooks Environment.
- Enter a chart of accounts.
- Demonstrate the ability to properly enter transactions into the A/R, A/P, and other functional areas of the program.
- Properly run reconciliation reports for bank accounts.
- Customize and print-out financial statements.

Course Requirements:

Assignments for this course will include end of chapter short-answer questions, matching quizzes, exercises, and problems. Completed assignments must be turned in to the instructor by the due date and time for full credit. After that, turned in assignments will be given half credit. No credit will be given for assignments more than one week late. **At the end of the term, all remaining work must be turned in no later than Thursday, June 8, at 2:50 PM to receive any credit.**

- **Chapter questions are to be answered in complete sentences and prepare in a Word document.**
- **Matching quizzes answers are to be prepared in a Word or Excel document.**
- **All assignments must be printed and turned in as hard copy.**

It is in students' best interest to turn in assignments ahead of due dates in order to avoid incomplete work at the end of the course. You may turn in assignments by sliding them under my office door. Date submitted will be the day and time that I return to my office. **Assignments turned in after 1:00 PM (2:50 for Chapters 11 and 12 only) on the date due will be considered late.**

Grading:

Final course grades will be determined based on the following point system:

ITEM	Total Points
12 Chapter assignments – 50 points each	600

A (90 - 100%) B (80 < 90%) C (70 < 80%) D (60 < 70%) F (< 60%)

Students who are unable to successfully complete the course should withdraw within LBCC's withdrawal window.

Veterans:

Veterans and active duty military personnel with special circumstances are encouraged to communicate these, in advance if possible, to the instructor.

Center for Accessibility Services:

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Center for Accessibility Services, (541) 917-4789.

Academic Integrity:

Students are expected to follow College policies regarding academic integrity as articulated in the Students Rights and Responsibilities Handbook [<http://www.linnbenton.edu/studentrights/standards.html>]. You will receive an F in the course if you are found to be involved in academic dishonesty (cheating, plagiarism, etc.).

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (for further information <http://po.linnbenton.edu/BPsandARs/1015%20-%20Nondiscrimination%20Policy.pdf>)

Course Software and Access

QuickBooks Accountant 2015 is installed on several computers in the library computer lab (WH 139) as well as on our classroom computers (F - 202) and the Accounting Lab (MKH 104). Check with the library and the Lab for open computer lab hours. Be mindful of LB's printing charges. You are provided with a CD of the software with the purchase of your textbook for you to install on your home computer. You need a windows based system. The program will not work on a MAC. Do NOT attempt to install this CD on any LB computer.

Attendance

After our first session, attendance in class is optional, as long as you meet the minimum acceptable assignment progression and get your work in to me on time. You are expected to come to class to ask me for assistance and direction as you need it.

Upon your first late assignment submission (if any), your attendance in class during the scheduled class times is mandatory, with a 10% grade reduction for each chapter's assignments thereafter. This requirement will be lifted once regular attendance and timely assignment submission has been re-established.

Points to Keep in Mind

You cannot open files directly. You must open QB from your desktop, then navigate to the backup file you need to begin the assignment. Once you have the QB program running, select "Open or Restore an Existing Company" option, and navigate to the backup file you need. Backup files have a .QBB suffix.

You will need these three backup files: Larry's Landscaping, Boston Catering, and Wild Water Sports. You may get them from the Cengage website. You will need to save the backup files on a thumb drive.

None of your work can be saved on an LB computer. You will need to transfer your work to your thumb drive if you do not finish and print an assignment. See appendix 3 on page 414 of your text for the rationale behind not working directly on your files from your thumb drive.

Appendix 3 page 412 contains erroneous information under the heading File Management. The CD does not include this disc. You may access all data files and demonstration videos for free from the Cengage website. You may need to establish an account.

From time to time you may encounter an instruction in the text that doesn't work, have printing issues, or other computer problems. You need to attempt to work around these situations and move on with your work.

Syllabus

This syllabus and outline are together a guide and not a contract. They may change during the term. If things do not make sense, please talk with me. As changes are made, I will announce them in class. Not reading the syllabus or keeping up to date on changes does not constitute a valid excuse for missing a due date.

BA 228 Required Assignments and Due Dates Spring Term 2017

- Chapter 1** pp. 25-26: Questions 1 – 10, Matching Quiz, and assignments 1-5.
Due 4/11 at 1:00 PM.
- Chapter 2** pp. 38-39: Questions 1 – 10, Matching Quiz, and assignments 1-3 for Larry's Landscaping only
Due 4/18 at 1:00 PM.
- Chapter 3** pp. 59-60: Questions 1 – 10, Matching Quiz, and assignments 1-3 for Larry's Landscaping only
Due 4/25 at 1:00 PM.
- Chapter 4** pp. 69-70: Questions 1 – 10, Matching Quiz, and assignment 1 for Larry's Landscaping only
Due 5/2 at 1:00 PM.
- Chapter 5** pp. 85-86: Questions 1 – 10, Matching Quiz, and assignments 1-2 for Larry's Landscaping only
Due 5/9 at 1:00 PM.
- Chapter 6** pp. 127-132: Questions 1 – 10, Matching Quiz, and exercises 1-6 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 5/16 at 1:00 PM.
- Chapter 7** pp. 187-193: Questions 1 – 10, Matching Quiz, and exercises 1-5 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 5/23 at 1:00 PM.
- Chapter 8** pp. 253-258: Questions 1 – 10, Matching Quiz, and exercises 1-4 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 5/30 at 1:00 PM.
- Chapter 9** pp. 289-293: Questions 1 – 10, Matching Quiz, and exercises 1-4 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 6/1 at 1:00 PM.
- Chapter 10** pp. 313-315: Questions 1 – 10, Matching Quiz, and exercises 1-2 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 6/6 at 1:00 PM.
- Chapter 11** pp. 342-344: Questions 1 – 10, Matching Quiz, and exercises 1-3 for Boston Catering, and assignment 1 for Wild Water Sports only
Due 6/8 at 2:50 PM.
- Chapter 12** pp. 384-385: Questions 1 – 10, Matching Quiz, and assignment 1 for Wild Water Sports only
Due 6/8 at 2:50 PM.