

BA 228: COMPUTERIZED ACCOUNTING (CRN 25256)

Linn-Benton Community College – Fall 2016

Three Credits / Meets MW 2:00-3:50 PM / F-202

Instructor: Chris Ruderman

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OFFICE HOURS

M/W: 1:00 –1:50 pm

T/R: 2:30 – 3:20 pm

Friday: after 10:00 am 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: This class provides hands-on experience using computer software in accounting applications, including general ledger, accounts receivable, accounts payable, payroll, and preparation of financial statements. Students will practice inputting transactions for both service businesses and merchandising firms. They will also practice setting up a new company in Quickbooks. Using Quickbooks Accountant – For Accounting 2013 is the software package used in this course. **Prerequisite:** BA 111 - Practical Accounting I or BA 211 - Principles of Accounting: Financial.

COURSE REQUIREMENTS:

Work assignments for this course will include chapter tutorials, end of chapter short-answer questions, matching quizzes, exercises, and problems. Completed assignments must be turned in to the instructor by the due date 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 will need to be turned in no later than 3:50 pm on Wednesday, 12/05/16 to receive credit. There is no “Final” in this course.

GRADING: Students will be graded on the basis of their performance (accuracy, correct answers, generation of correct documents, and timeliness) on chapter assignments. Each item will be given a maximum point value.

Letter grades will be assigned according to the following table:

A	Satisfactory completion of Chapters 1 - 12
B	Satisfactory completion of Chapters 1 - 11
C	Satisfactory completion of Chapters 1 - 10
D	Satisfactory completion of Chapters 1 - 9
F	Failure to satisfactorily complete Chapters 1 – 9.

Note: Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7th) week of the term to avoid receiving a failing grade.

SPECIAL ACCOMMODATIONS: You should meet with your instructor during the first week of class if:

- You have a documented disability and need accommodations,
- Your instructor needs to know medical information about you, or
- You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the LBCC Center for Accessibility Resources at 541-917-4789.

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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/>)

COURSE SOFTWARE & ACCESS:

Quickbooks Accountant – For Accounting 2015 software is installed in Forum 202 where class will be held. Quickbooks will also be installed in the Accounting Lab soon. 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 encouraged to do your work at home, or in F-202 outside of scheduled class times at the time of your choosing. (You bought the software...use it!) **Upon your first late assignment submission (if any), your attendance in class during the scheduled class times will become mandatory, with a 10% grade reduction for each absence thereafter.**

REQUIRED ASSIGNMENTS:

Chapter 1: pp. 25-26: Questions 1-10, Matching Quiz, and Assignments 1-5. Due at start of class on 10/03.

Chapter 2: pp. 38-39: Questions 1-10, Matching Quiz, and Assignments 1-3; for Larry's Landscaping only.
Due at start of class on 10/10.

Chapter 3: pp. 59-60: Questions 1-10, Matching Quiz, and Assignments 1-3; for Larry's Landscaping only.
Due at start of class on 10/17.

Chapter 4: pp. 69-70: Questions 1-10, Matching Quiz, and Assignments 1; for Larry's Landscaping only.
Due at start of class on 10/24.

Chapter 5: pp. 85-86: Questions 1-10, Matching Quiz, and Assignments 1-2; for Larry's Landscaping only.
Due at start of class on 10/31.

Chapter 6: pp. 127-132: Q's 1-10, Matching Quiz, Exercises 1-6 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due at start of class on 11/07.

Chapter 7: pp. 187-193: Q's 1-10, Matching Quiz, Exercises 1-5 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due at start of class on 11/14.

Chapter 8: pp. 253-258: Q's 1-10, Matching Quiz, Exercises 1-4 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due at start of class on 11/21.

Chapter 9: pp. 289-293: Q's 1-10, Matching Quiz, Exercises 1-4 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due at start of class on 11/28.

Chapter 10: pp. 313-315: Q's 1-10, Matching Quiz, Exercises 1-2 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due on or before Monday 12/05 by 3:50 pm.

Chapter 11: pp. 342-344: Q's 1-10, Matching Quiz, Exercises 1-3 for Boston Catering, & Assignment 1;
for Wild Water Sports only. Due on or before Monday 12/05 by 3:50 pm.

Chapter 12: pp. 384-385: Q's 1-10, Matching Quiz, & Assignment 1; for Wild Water Sports only.
Due on or before Monday 12/05 by 3:50 pm.

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<u>Week</u>	<u>Class Schedule & Minimum Acceptable Assignment Progression for a grade of “C”:</u>
1	09/26: Introduction; begin work on Chapter 1 required assignments.
2	10/03: Chapter 1 assignments due at start of class. Begin work on Chapter 2 (or further).
3	10/10: Chapter 2 assignments due at start of class. Begin work on Chapter 3 (or further).
4	10/17: Chapter 3 assignments due at start of class. Begin work on Chapter 4 (or further).
5	10/24: Chapter 4 assignments due at start of class. Begin work on Chapter 5 (or further).
6	10/31: Chapter 5 assignments due at start of class. Begin work on Chapter 6 (or further).
7	11/07: Chapter 6 assignments due at start of class. Begin work on Chapter 7 (or further).
8	11/14: Chapter 7 assignments due at start of class. Begin work on Chapter 8 (or further).
9	11/21: Chapter 8 assignments due at start of class. Begin work on Chapter 9 (or further).
10	11/28: Chapter 9 assignments due at start of class. Begin work on Chapter 10 (or further). 12/05: Deadline for Chapter 10, 11, & 12 assignments by 3:50 pm.

BA228 – Computerized Accounting Guidance:

There are essentially two places where the bulk of your work can be completed: 1) On campus, in our classroom (F-202), or 2) On your home computer. You need a windows based system to complete assignments at home....the program will not work on a MAC. Regardless of where you elect to complete your work, there are dozens of Demonstration videos (each referenced in your text at applicable points) that are highly recommended. Do not bypass viewing them!

Regarding assignment submissions: Since the actual administration of the course is not automated, hard copies of all assignments are required. For printing in class, contact the student help desk at x4630, or Student.HelpDesk@linnbenton.edu to get more information. Color copies are not required for homework submissions. Use a Word document to prepare your responses to short answer questions, and matching problems. Print up other pages for exercises and/or problems as you proceed in QuickBooks. You may turn in assignments in class, or drop them off at Ruderman’s office (MKH114) anytime before the due date. If I’m not in, simply slide them under the door.

Points to keep in mind while working on campus:

- The installation disc that came with your text is for home use only. Do not insert your disc into an on-campus computer. LBCC obtained 50 licenses for QuickBooks in the Spring of 2013. QuickBooks is already installed on campus. On campus access to the files you need will be discussed next.
- You cannot open files directly. You must open QuickBooks Premier from your desktop, and then navigate to the “Backup file” you need to begin your assignment. Once you have the QuickBooks program running, select the “Open or Restore an Existing Company” option, and navigate to the file you need. Each starting file is known as a “backup file”. Backup files all have a .QBB suffix. The three entities you will work on in BA228 include 1) “Larry’s Landscaping”, (used for Chapters 1 – 5); 2) “Boston Catering”, & 3) “Wild Water Sports” will be used for Chapters 6 -12. **The pathway to access these files is from the Start menu is: Computer/M:/Business Management/Chris Ruderman/ Pick up data/ Student data files.....then locate select the starting file you need.** Once you select the appropriate Backup file, you will notice in the “Save in” dialog box that the suffix will change from “QBB” to “QBW”. (“QBB” designates a backup file, and “QBB” designates a working file. A best practice is to add your initials and the date after the “QBB” suffix so that it is distinguishable from other files that you may open later. Before you begin your work, you will also need to select a location on your computer (I suggest your desktop) to temporarily save your working file, you may then proceed with using the program.

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- If at any time a pop-up recommending that an update is available, go ahead and allow it to take place. This usually only takes a matter of seconds.
- While you have designated your desktop as the location to store your working file, this is only a temporary storage location. None of your work can be saved on an LBCC computer beyond the class time you are in attendance for. This is why you need a flash drive. If you have to discontinue an assignment due to the end of a class time being reached, you will need to transfer your working file onto your flash drive so that you can resume your work in at home or during the next scheduled class session.
- The same is true in reverse. From the home perspective, you'll probably want to save your work onto your hard drive somewhere (I usually use my desktop). Open your flash drive directory and save your working file there, or move it there from your desktop. If you complete an entire assignment, and print it up at home, then you have nothing to worry about. Either way, you should probably get in the habit of saving your work. Printing at home is probably more economical than printing at LBCC. See Appendix 3 on page 414 of your text for the rationale behind not working directly on your files from within your flash drive.

Points to keep in mind while working at home:

- Your purchase of the course text allows you to do your work off campus. You will need the disc in the back of your text to install QuickBooks Premier (aka QuickBooks Accountant) onto your home machine. Follow the instructions in Appendix 3, page 410 to install your copy of QuickBooks Accountant. Upon successful installation, you'll have a "QuickBooks Premier" and a "QuickBooks File Manager" icon on your desktop.
- If you already have an account with Intuit (maker of QuickBooks) the installation process may not proceed without a registration error message popping up. Be patient, the installation process will still be performed, but you may need to call Intuit Customer Service (at the toll free number they provide) to obtain your registration code. Failure to properly register your copy of QuickBooks will result in 30 days of access before your program stops working.....so invest the time necessary to register your QuickBooks license. This will allow you to use the program for 160 days instead of only 30.
- In your textbook in Appendix 3, page 412, there is an erroneous reference following the heading "File Management". The erroneous line states "The text includes a disc labeled Data Files that contains files needed for some chapters and some end of chapter assignments". The 2015 edition of Computerized Accounting no longer includes this disc. However, all the data files and demonstration videos that you'll want for home use are available for download from your book's companion website. Use this link to access the site: <https://login.cengage.com/ssoinstructor/mydashboard.htm;jsessionid=6E6A1E3AC6D14B5E8ACC9D8981C9EF6D-n1>

Once you navigate here, search up our course text, and you will see a section titled "Resource and Supplement Access for Using QuickBooks® Accountant 2015 for Accounting (with QuickBooks® CD-ROM), 14th Edition. **You will be able to download the Student Data Files and Demo Videos from there.**

A final word:

- From time to time you may encounter an instruction in the text that doesn't work. What should you do? Option 1) Freak out, freeze, and discontinue all progress; or Option 2) Move past the problem and keep working? The correct answer is Option 2. If you could also document the discrepancy in a Word document and email it to Ruderman so that your classmates can be forewarned; everyone will certainly appreciate it!