

# BA 228: COMPUTERIZED ACCOUNTING – ONLINE (CRN 42417)

Linn-Benton Community College – Spring 2020

Three Credits / Meets TR 1:00-2:50 pm Online via “Zoom”

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**OFFICE HOURS**

**M / W / F by phone only, email for an appointment**

Activation Code is under the front cover of your book

Course Code: FfwNb5e7-24096

Be sure to print up & save your Redemption Code

**REQUIRED TEXT:** QuickBooks Online – Comprehensive Spring 2020 Edition, by Patricia Hartley; copyright 2020 by Labyrinth Learning. Cost at the LBCC Campus Store: \$136.50 (includes required eLab access and required temporary access to QuickBooks Online. **You may procure your text from another source at your own risk, but this is highly inadvisable.** Students will make extensive use of Labyrinth eLab. The activation instructions are under the front cover of the text. **The code in a used text will not work.** Prerequisite: BA 111 - Practical Accounting I or BA 211 - Principles of Accounting: Financial.

**COURSE DESCRIPTION:** QuickBooks Online: Comprehensive provides essential coverage of QuickBooks Online for employees, company owners, accountants, and others to effectively use the software for all of their small-business accounting needs. In Chapters 1–6, learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. Chapters 7–13 cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, and filing payroll tax forms.

## **COURSE OUTCOMES:**

By the end of this course, you will be able to:

- Decide which QuickBooks Online level is best for your business
- Access the test drive data file
- Customize the company settings
- Edit the Chart of Accounts
- Set up customers and sub-customers
- Create sales receipts and invoices
- Receive payments from customers
- Create sales reports
- Make payments to vendors
- Create vendor reports
- Set up bank feeds
- Reconcile bank and credit card accounts
- Create financial statement reports
- Set up and receive products
- Create purchase orders
- Apply vendor credits
- Prepare journal entries
- Write off uncollectible receivables (bad debts)
- Set up budgets and view budget reports
- Save and send customized reports
- Create financial statements and management reports
- Close the books in QuickBooks Online

**COURSE REQUIREMENTS:**

Work assignments for this course will include ALL “Develop your Skills” and “Tackle the Tasks”, “Reinforce Your Skills” exercises, and “Apply Your Skills” problems, end of chapter review quizzes, Chapter Tests, Unit Tests, Projects, and a Final Exam. All assignments must be completed by their respective due dates for full credit. Upon missing a due date, completion is still required, and you will be required to attend each subsequent online class meeting until you have caught up.

While it is not required, an ancillary benefit of this course is to prepare students to sit for and pass the “QuickBooks Certified User” (QBCU) Exam. **Students who succeed in this quest will place themselves at a competitive advantage over uncertified job applicants.**

**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	90 – 100%
B	80 – 89.99%
C	70 – 79.99%
D	60 – 69.99%
F	>60%

**Any student who works ahead and earns the QBCU credential will receive an automatic “A” for the course.**

**Note:** Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7<sup>th</sup>) 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.

**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 eLAB ACCESS:**

QuickBooks Online – Comprehensive, Spring 2020 Edition includes links to Labyrinth’ eLab and other resources (details to follow). After our first session, attendance in subsequent class sessions will be optional, as long as you meet the minimum acceptable assignment progression, and get your work is completed by each due date.

## Computerized Accounting Syllabus – Page 3

### REQUIRED ASSIGNMENTS:

<u>Week</u>	<u>Class Schedule &amp; Minimum Acceptable Assignment Progression:</u>
1	04/07: Introduction / Orientation / Syllabus 04/09: Begin Chapter 1 assignments; due by 1:00 pm Tuesday 04/14.
2	04/14: Chapter 2 Intro / begin Chapter 2 assignments; due by 1:00 pm Thursday 04/16. 04/16: Chapter 3 Intro / begin Chapter 3 assignments; due by 1:00 pm Tuesday 04/21.
3	04/21: Chapter 4 Intro / begin Chapter 4 assignments; due by 1:00 pm Thursday 04/23. 04/23: Chapter 5 Intro / begin Chapter 5 assignments; due by 1:00 pm Tuesday 04/28.
4	04/28: Chapter 6 Intro / begin Project; due by 1:00 pm Thursday 04/30. 04/30: Chapter 7 Intro / begin Chapter 7 assignments; due by 1:00 pm Tuesday 05/05.
5	05/05: Chapter 8 Intro / begin Chapter 8 assignments; due by 1:00 pm Thursday 05/07. 05/07: Chapter 9 Intro / begin Chapter 9 assignments; due by 1:00 pm Tuesday 05/12.
6	05/12: Chapter 10 Intro / begin Chapter 10 assignments; due by 1:00 pm Thursday 05/14. 05/14: Wrap up Chapter 10 assignments, due by the start of class Tuesday 05/19.
7	05/19: Begin Chapter 11 assignments. 05/21: Wrap up Chapter 11 assignments, due by the start of class Tuesday 05/26.
8	05/26: Begin Chapter 12 assignments. 05/28: Wrap up Chapter 12 assignments, due by the start of class Tuesday 06/02.
9	06/02: Begin Chapter 13 assignments. 06/04: Wrap up Chapter 13 assignments, due by the start of class Tuesday 06/09.
10	06/09: Final Exam Optional: Prepare for the QBCU Exam. 06/11: Optional: Take the QBCU Exam at New Horizons in Beaverton; and Pass on your first attempt!

Upon obtaining your QBCU, you'll be qualified for entry level accounting positions anywhere QuickBooks is being used.

**BA228 – Computerized Accounting Guidance:**

- There are dozens of Demonstration videos (each referenced in your text at applicable points) that are highly recommended. Do not bypass viewing them at the time of your choosing!
- Regarding assignment submissions: Since the actual administration of the course is automated, hard copies of assignments are not required. Your Instructor will be monitoring and recording your progression through all eLab assignments. **Follow each assignment’s instructions for what format to upload required submissions in. Also see the “Exporting QuickBooks Reports to Excel” .pdf posted on Moodle.**
- 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?

Obviously, the correct answer is Option 2. QuickBooks undergoes continuous updates. Do not expect to complete every assignment to perfection. Inform your Instructor of any discrepancies or problems via email and move on.

**Task Overview:**

Unit	Reinforce Your Skills	Apply Your Skills	Project	Concept Review Quiz	Chapter Test	Final Exam	Total Elements by Chapter	All Chapter work due by 1:00 pm on:
Chapter 1				1	1		2	4/14
Chapter 2	3	3		1	1		8	4/16
Chapter 3	3	3		1	1		8	4/21
Chapter 4	4	5		1	1		11	4/23
Chapter 5	3	7		1	1		12	4/28
Chapter 6			7		Unit 1		8	4/30
Chapter 7	5	4		1	1		11	5/05
Chapter 8	4	3		1	1		9	5/07
Chapter 9	4	6		1	1		12	5/12
Chapter 10	3	3		1	1		8	5/19
Chapter 11	3	3		1	1		8	5/26
Chapter 12	2	3		1	1		7	6/02
Chapter 13			11		Unit 2		12	6/09
Final Exam						1	1	6/11
<b>Total by Task Count:</b>	<b>34</b>	<b>40</b>	<b>18</b>	<b>11</b>	<b>13</b>	<b>1</b>	<b>117</b>	

Grades for the Course as a whole are based on the 13 Chapter Tests and the Final Exam, 100 pts ea. See last year’s Gradebook posted on Moodle for reference. **Download this, and use it yourself!**

In Chapters 1 through 6, learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. Chapters 7 through 13 cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, filing payroll tax forms, and more. The instructor support material for this course is carefully organized into folders. Please see the “About These Materials--Read Me” file in the instructor support materials folder for information on the materials available for your use.

### Computer Lab Setup and Online Learning Resources

An Internet connection, a browser (Chrome is recommended), installations of Microsoft® Excel and PDF software (such as Adobe Reader or Cute PDF), the ability to create and access an email account, a phone number, and a printer are required for successful completion of this exercises in the book. QuickBooks Online operates with most current browsers, but Intuit recommends use of Google Chrome with QuickBooks Online.

This textbook is supported on the Learning Resource Center ([labyrinthelab.com/lrc](http://labyrinthelab.com/lrc)). This is where to access and download the required student exercise files for this course, along with overview presentations and other supporting materials. Also on the LRC are getting started videos that will help acclimate learners to our interactive ebooks.

*A note about screen resolution:* Multiple factors, including screen resolution, DPI setting, monitor size, and window size, can affect the appearance of the Microsoft Ribbon and its buttons. In this textbook, screen captures were taken at the native (recommended) screen resolutions in Office 2016 running Windows 10, with ClearType enabled.

### The Three Ways You Will Access QuickBooks Online

There are three separate ways learners will need to access the QuickBooks Online software during the course of completing the exercises in this book:

1. **Test drive** ([qbo.intuit.com/redirect/testdrive](http://qbo.intuit.com/redirect/testdrive)) – **This is used in the Develop Your Skills exercises.** It’s updated daily and always shows today’s month and day, although the year shows as 2021, so learners can more easily see the results of any work they do. The test drive comes preloaded with a complete company so learners can try new features and functions without worrying about making mistakes, but since the test drive does not allow data storage, content cannot be saved. To access the test drive, learners only need to complete a security verification. **Find the instructions for setting up your “test drive” at the bottom of pg. 5.**

2. **Trial subscription** – **This software is used for the end-of-chapter exercises, the Develop Your Skills exercises in Chapter 2, and the Chapter 6 project.** The data in this company file is cumulative, and QuickBooks Online does not include a backup or restore feature, so learners need to be sure that their work in each chapter is correct before moving to the next chapter. Note, also, that QuickBooks Online allows only one company file per license, which means learners cannot change certain settings once they have completed the initial account creation steps. A license key is included with this course. Find the key printed on the inside front cover of the book. The trial is accessed at [quickbooks.intuit.com/signup/retail](http://quickbooks.intuit.com/signup/retail) and instructions for installing QuickBooks Online can be downloaded from [lablearning.com/QBO-install.html](http://lablearning.com/QBO-install.html) (note that you are instructed to go to this web page in Develop Your Skills exercise 2-1, pg. 21). If you already have a QuickBooks Online account, make sure to use a different email address. Also required is a phone number that can receive text messages.

3. **30-day free trial** ([quickbooks.intuit.com/ss/online](http://quickbooks.intuit.com/ss/online)) – **Chapter 13 requires you to work in a new company**, and since QBO allows only one company file per license, the 30-day trial gives learners access to the fresh company file that you’ll need. Learners must register with their name, email address, and phone number, and as they cannot use the email address used to log in to the trial software that came with their textbook or ebook, **you may need to set up a new email account specific to this project. Important: Do not perform this step in advance, you must complete all Chapter 12 work, and the Unit 2 Exam before accessing your 30 day free trial**

## **How I May Access Your Data Files in QuickBooks Online (if necessary)**

**Invite me ([rudermc@linnbenton.edu](mailto:rudermc@linnbenton.edu)) as the “user.”** You will learn how to do this in the Reinforce Your Skills exercise 2-5, “Add a User,” This will allow me (if necessary), to view and open all of your data files in your QuickBooks Accountant Edition account. Please **DO NOT** add me in as an “Accountant” which will get mixed up with the companies I serve in real-life.

## **Types of Exercises You’ll be Doing in eLab along with your Book:**

There are four types of exercises in the text to challenge learners and reinforce the concepts and topics. The various exercise types are discussed below:

### **Develop Your Skills Exercises**

Develop Your Skills exercises are found in the main part of each chapter. These exercises give learners detailed, in-depth instructions. They are placed immediately after new features are introduced so learners can immediately practice the features discussed. These exercises contain detailed explanations; learners are told exactly what to do, what to look for, and why they are doing it.

### **Tackle the Tasks**

The Tackle the Tasks sections, when included, are located just before the Self-Assessment for the chapter. These sections provide learners with additional practice using the software and repetition in entering data into QuickBooks Online.

### **Reinforce Your Skills Exercises**

Reinforce Your Skills exercises are the first tier of the end-of-chapter exercises. They continue to guide learners but don’t have the level of hand holding and explanation that Develop Your Skills exercises have. Major topics are not introduced in Reinforce Your Skills exercises. However, these exercises may show learners various approaches and introduce new parts of a feature previously discussed.

### **Apply Your Skills Exercises**

As the name implies, Apply Your Skills exercises give learners a chance to put their new skills to work. These exercises provide a minimum amount of explanation, as it is assumed that learners have mastered the features at this point.