



Course Syllabus
ACNT1313—Computerized Accounting Applications,

Course Information

ACNT1313—Computerized Accounting Applications

Type of Course/Delivery Mode/Testing Requirements

Internet course. All content delivered via Canvas. No on campus attendance or testing required.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Prerequisite: ACCT2301 or ACNT1303

Course Description – from college catalog

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Prerequisite: Principles of Financial Accounting (ACCT2301) or Introduction to Accounting I (ACNT1303).

Student Learning Outcomes

The student will be able to:

Utilize spreadsheet and/or database software for accounting and management applications

Complete a comprehensive project utilizing an accounting software package (QuickBooks)

Required Textbooks (ISBN # included) and Materials

QuickBooks Desktop Comprehensive. Author - Trisha Conlon

Published by Labyrinth Learning. The book is available in our bookstore, but if you prefer you may locate online or through the Labyrinth Learning site (see below). **If you purchase online, please make sure it is not a used book. You will need an original access code to download the QuickBooks software.**

Here are the options at the Labyrinth Learning site : <http://www.lablearning.com/quickbooks-2019-comp-textbook.html?sc=54&category=105387>

Printed Textbook with eLab and trial software (ISBN 978-1-64061-042-2) \$123.50

eBook with eLab and trial software (ISBN 978-1-64061-044-6) \$ 74.00

Suggested Course Materials

Computer with Internet access (**Must be a PC—the files will not open on a MAC**)

Calculator (inexpensive)

Outline of Topics Covered:

- Maintain company chart of account using QuickBooks
- Maintain vendor and customer lists using QuickBooks
- Correctly enter journal entries using QuickBooks
- Reconcile a bank account using QuickBooks
- Correctly handle bills using QuickBooks
- Use QuickBooks to analyze financial data

Semester Schedule

Date	Canvas Modules
	Chapter 1 Module Complete all assignments in Chapter 1 by midnight,
	Chapter 2 Module Complete all assignments in Chapter 2 by midnight,
	Chapter 3 Module Complete all assignments in Chapter 3 by midnight,
	Chapter 4 Module Complete all assignments in Chapter 4 by midnight,
	Chapter 5 Module Complete all assignments in Chapter 5 by midnight,
	Midterm Exam —Complete Project 1 by
	Chapter 6 Module Complete all assignments in Chapter 6 by midnight,
	Chapter 7 Module Complete all assignments in Chapter 7 by midnight,
	Chapter 8 Module Complete all assignments in Chapter 8 by midnight,
	Chapter 9 Module Complete all assignments in Chapter 9 by midnight,
	Chapter 10 Module Complete all assignments in Chapter 10 by midnight,
	Final Exam —Complete Project 2 by

Methods of Evaluation

Guided Practice (Develop Your Skills chapter exercises)

Independent practice problems (Reinforce Your Skills exercises)

Assessment (Apply Your Skills)

Chapter Quizzes

2 Exams

Points will be assigned as follows:

Apply Your Skills exercises (10 chapters)	30 points each	300
Chapter Quizzes (10 chapters)	20 points each	200
Mid-Term Exam		200
Final Exam		<u>200</u>
	Total points	900

810 - 900	points	A
720 - 809	points	B
630 - 719	points	C
540 - 629	points	D
Below 540	points	F

Methods of Instruction

PowerPoints have been placed in Canvas for each chapter. Students should review these slides for an overview of the chapters. Students should then complete the chapter exercise (the Develop Your Skills exercises) to receive guided practice over the material. For independent practice, the students should complete the Reinforce Your Skills exercises at the end of each chapter. These are not graded but are very important practice. For assessment on each chapter, students will complete and submit the Apply Your Skills exercises at the end of each chapter, and complete a chapter quiz over each chapter.

Level of technical competence— Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GC Canvas. **Unfortunately, MAC computers are not compatible with the files or the software you will be using.** Software requirements include Microsoft Internet Explorer 7.x or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher) and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. QuickBooks Desktop 2019 software is required, but it is included with the purchase of your textbook. The student data files are also included.

Course & Instructor Policies

Late Work—Due dates will be given for all assignments. No late work will be accepted without prior approval from instructor. This will only be for extreme circumstances!

Attendance—Students are expected to access the Canvas site regularly for instruction either through email or Discussion Board postings. Students should regularly work on all assignments,

and be informed about due dates for all assignments and tests. This is each student's responsibility!

Important Things to Note

- In college classes, **learning** is what is important instead of simply **memorizing** to pass a test.
 - Many times, students have asked me to make exceptions to my policies because of their personal circumstances. Everyone has reasons to submit work or take a test after the deadline has passed. Although I do understand these circumstances, I have to apply my course policies equally to ALL students in order to be fair. Fair is about setting expectations and applying these expectations and guidelines equally to all students.
 - Some subjects come more easily to students than others and may present different challenges. Please do not tell me that you are an "A" student in all of your classes and expect that this guarantees you an "A" in this class. Work your hardest, turn in your work, and follow all course guidelines and you will do well. But remember, grades are **earned** based on performance and not on effort. Grades are **earned**; they are not given.
 - Do not wait until the end of the semester to worry about your grade. You have the same opportunities to earn your grade as everyone else in this class. If you do not take advantage of those opportunities, they will be lost. No opportunities will be given at the end of the semester to boost your grade up to what you need for it to be.
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Class Attendance

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-semester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. **In accordance with the College's Developmental Education Plan, students withdrawn from their only developmental course may be withdrawn from all academic courses.** In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When administrative withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty--any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a

student or the attempt to commit such acts. Any student caught committing any act of scholastic dishonesty will receive a grade of 0 (zero) for that assignment/test on the first occurrence. For any subsequent occurrences, the student will receive a grade of F in the course.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

- Dr. Regina Organ, Title IX Coordinator (903-463-8714)
- Mr Brad Bankhead, Title IX Deputy Coordinator (903-415-2601)
- Mr. Mike McBrayer, Title IX Deputy Coordinator (903-463-8753)
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777 Main Campus; (903)415-2501 South Campus
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:

<http://grayson.edu/current-students/index.html>