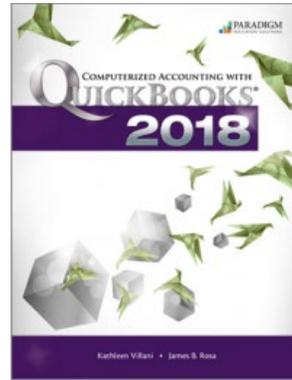




QuickBooks Accounting

ACC 130-I50

Summer 2020 in 7 weeks



Number of Credits: 2 credits

Instructor: Suzanne K Long

Days Class Meets: online

Contact Phone: 517-786-8608

Meeting Times: online

Contact Email: longsuzannek@jccmi.edu

Location: online

Office Hours: online

Course Description

Today nearly all businesses rely on computer software to facilitate the accounting process. Learn to use the many features of this popular and sophisticated small business computerized accounting system. Topics include customizing the system to your business, invoicing, statements, collections, bill paying, general ledger, accounts receivable, accounts payable, cash accounts, bank reconciliations, reports and graphs, payroll, budgeting, and tax reports.

Prerequisite(s)

Prerequisite course: ACC 216 or higher and CIS 101

Course Objectives & Goals

1. Obtain basic knowledge and competence utilizing QuickBooks desktop software
2. analyze & record business transactions and corporate financial statements
3. demonstrate critical thinking skills in problem solving

Textbook

Computerized Accounting with QuickBooks 2018 by Villani/Rosa (the purple cover), ISBN: 9780763884567 or ISBN: 9780763884574, \$178.25 digital \$208 print at the JC bookstore. You can also purchase direct from the publisher at <https://store.paradigmeducation.com/catalog/product/view/id/1571/s/computerized-accounting-with-quickbooks-2018/category/7/> for \$186.07 print or \$119.63 digital.

Textbook on reserve. There is one copy of the textbook materials for this class on reserve at the JC central campus library in the WA building. Library location, hours and information are available here:

<https://www.jccmi.edu/library/>. **Text Book Zero!** This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

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Important note on print textbook

Nearly all accounting students say that having a print textbook makes it a lot easier to learn accounting. If at all possible, I encourage you to purchase and use a print textbook. For example, for ACC 130, if you pay an additional \$26.54 at the Paradigm website, you can have the print textbook.

Macs, Chromebooks and Other Essentials

Macs do not work well with this class. All of your work in this class will focus on using QuickBooks software with a Windows based machine. Jackson College is a Microsoft school and does not support Macs. The business world overall and QuickBooks accounting software is also Windows based. This course is not a Mac course, and I do not have any experience with Macs. **If you have a Mac, you cannot easily use your Mac for ACC 130.** If you have a Mac, here are your choices:

- 1) You can complete this course using a Windows machine at your work, borrowed from a family member, at a JC location, etc.
- 2) You can wait and take this course Fall 2020 when we shift to online QuickBooks. You can use your Mac or any device with QuickBooks Online.
- 3) You can work with a computer specialist on your own time and at your own expense to install conversion software on your Mac to allow you to work with QuickBooks Windows. Neither your instructor or Jackson College has the resources to do this.

Chromebooks will not work at all for this course. You need to be able to download Windows based QuickBooks software onto your machine.

All students need reliable Internet access, a technology back-up plan, Microsoft Word and Excel or compatible programs, and a file storage system (such as a flash drive or cloud file storage) in addition to using QuickBooks.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying

- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Instructor availability

Just as you would in a professional work situation, you are encouraged to work with your instructor. You can work with your instructor by phone, email, forums and BigBlueButton online office hours. While your instructor is not an on-call 24-7 tutor, you can expect a prompt and caring response. Your instructor is available to you Monday through Thursday most mornings, afternoons and evenings. Your instructor is also available on Friday and Saturdays mornings. Your instructor is not available on Sundays at all. Except for the last week of the course, our weekly due date is Monday midnight to allow Monday for any last minute work with the instructor. As much as possible, work early, work steady and communicate freely.

Help

Contact your instructor right away if you need help with this class. Don't wait. Use the forums first, other students may have or had the same question. Next, use email, ask your question(s) or request a phone consultation. If your questions are still not resolved, we will discuss further options at this time. Your instructor is your best source of help with this class. Our textbook is on reserve at the WA library.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring attendance at least weekly throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple days of the term* to validate your enrollment in the course. After that, not actively participating in class for more than a couple weeks may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you. **Online students who do not actively participate in the class within the first 5 days by Friday are required by the college to be dropped from the class.**

Due Dates, Late Policy, Grading Policy

Weekly assignments are due by **Monday midnights**. Note that our very last due date is **Sunday 7/26/2020** to align with the college end of semester. All assignments and projects must be completed and submitted before their scheduled deadlines. If you fail to turn in your work before the due date and time, you will not receive points. If you are experiencing a genuine emergency such as a death in the family, find yourself admitted to the hospital, find yourself in jail, etc.; please contact me as soon as possible. Feeling busy and overwhelmed with college, family and life is not an emergency (although it certainly does feel overwhelming). Grading is generally completed with points posted to JetNet within 24-48 hours.

JetNet Forum

Instead of typical online forums, you will complete one weekly private update forum for 5 points per week. This is a 200 word minimum summary of your work for the week, questions, concerns, update, etc. You can post during or at the end of your work each week. There will also be an optional help forum each week as well. **Forum posting is due by Monday 11:55 PM each week.**

Tests, Homework and Assignments

There are no tests. Assignments are comprised of chapter matching quizzes, case problems and a final cumulative comprehensive project. See JetNet and our textbook for the details on all assignments.

Each chapter starts with your work on the company, Kristin Raina Interior Design. You will read, click and work while following along carefully with the text descriptions and examples. Check everything you do. Check every step along the way. Submit the same files you see in the chapter. Make sure your files agree exactly. Export to Excel and upload to JetNet for grading. 5 points per file

Continue by showing what you have learned with Case Study 2 for Olivia's Web Solutions. Complete every task carefully. Export to Excel and upload to JetNet for grading. Follow the syllabus schedule to know exactly what to submit for each chapter. 10 points per file.

We will not be completing the work for Lynn's Music Studio in Case Study 1.

The cumulative problem is the tennis pro business with all project files located in JetNet. Work early and work steady on this large comprehensive project. Export to Excel and upload to JetNet for grading. Follow the syllabus schedule to know exactly what to submit for each chapter.

Technology issues

If you have trouble with your JC login or other computer issues, please contact the JC Solution Center at 517-796-8539. When e-mailing your instructor, please include your first and last name and put “ACC 130” in the subject line. Always save and back-up your files. Have a back-up technology plan in case your regular computer has problems. Please ask questions and get help early with any concerns you may have including technology problems.

Caveat

This syllabus is not a contract: it is a plan for the course. Each course and each student group is unique. We may do more or less than is outlined above. Total points in the course may be altered to reflect the dynamics of our class.

Grading Scale

GPA	GRADE RANGE		COURSE REQUIREMENT	POINTS
4.0	94-100%		Forum (7 weeks @ 5 pts)	35
3.5	89-93%		Quizzes (9 chapters @ 10 pts)	90
3.0	84-88%		Kristin Raina Interior Design (16 @ 5)	80
2.5	78-83%		Olivia's Web Solutions (19 @ 10)	190
2.0	72-77%		Comprehensive problem setup (2 * 10)	20
1.5	66-71%		Comprehensive problem complete (6 * 10)	60
1.0	60-65%			
0.5	55-59%			
0.0	0-54%		Total points	475

Semester Schedule for ACC 130 in 7 weeks

Monday 6/9/2020 – Sunday 7/26/2020

Week 1 6/8-6/15	Topic	Assignments	Due Dates
	CH 1 QuickBooks Setup CH 2 Vendors	Week 1 private forum CH 1 matching quiz CH 2 Kristin Raina Interior Designs: Vendor Balance Detail pg 58 Journal pg 61 CH 2 Case Problem 2-2 Olivia's Web Solutions: b Vendor Balance Detail pg 70 d Journal pg 70 CH 2 matching quiz	Mon 6/15
Week 2 6/16-6/22	CH 3 customers CH 4 Period-end procedures	Week 2 private forum CH 3 Kristin Raina Interior Designs: Customer Balance Detail pg 99 Journal pg 101 CH 3 Case Problem 3-2 Olivia's Web Solutions: b Customer Balance Detail pg 108 d Journal pg 108 CH 3 matching quiz CH 4 Kristin Raina Interior Designs: Adjusted Trial Balance pg 132 Balance Sheet pg 134 CH 4 Case Problem 4-2 Olivia's Web Solutions: a Adjusted Trial Balance pg 143 e Balance Sheet CH 4 matching quiz	Mon 6/22
Week 3 6/23-6/29	CH 5 inventory	Week 3 private forum CH 5 Kristin Raina Interior Designs: Inventory Valuation Detail pg 172 Journal pp 175-176 Profit & Loss Statement pg 177 CH 5 Case Problem 5-2 Olivia's Web Solutions: a Inventory Valuation Detail e Journal f Profit & Loss Statement CH 5 matching quiz	Mon 6/29

<p>Week 4 6/30-7/6</p>	<p>CH 6 New company setup – detailed start</p>	<p>Week 4 private forum</p> <p>CH 6 Kristin Raina Interior Designs: Journal pg 242 Trial Balance pg 243</p> <p>CH 6 Case Problem 6-2 Olivia’s Web Solutions: a Journal pg 265 b Trial Balance pg 265 f Customer Contact List pg 265 g Vendor Contact List pg 265</p> <p>CH 6 matching quiz</p>	<p>Mon 7/6</p>
<p>Week 5 7/7-7/13</p>	<p>CH 8 payroll setup CH 9 payroll processing</p>	<p>Week 5 private forum</p> <p>CH 8 Kristin Raina Interior Designs: Payroll Item Listing pg 350</p> <p>CH 8 Case Problem 8-2 Olivia’s Web Solutions: Payroll Item Listing pg 358</p> <p>CH 8 matching quiz</p> <p>CH 9 Kristin Raina Interior Designs: Payroll Transaction Detail pg 382 Journal pg 384</p> <p>CH 9 Case Problem 9-2 Olivia’s Web Solutions: b Payroll Transaction Detail pg 395 c Journal pg 395</p> <p>CH 9 matching quiz</p>	<p>Mon 7/13</p>
<p>Week 6 7/14-7/20</p>	<p>CH 10 banking Comprehensive problem setup</p>	<p>Week 6 private forum</p> <p>CH 10 Kristin Raina Interior Designs: Reconciliation Detail pg 413 Journal pg 424</p> <p>CH 10 Case Problem 10-2 Olivia’s Web Solutions a Deposit Detail pg 432 c Journal pg 432</p> <p>CH 10 matching quiz</p> <p>Comprehensive problem submit the following: 15a Journal (7/1/2017) 15b Trial Balance (7/1/2017)</p>	<p>Mon 7/20</p>
<p>Week 7 7/21-7/26</p>	<p>Comprehensive problem complete</p>	<p>Week 7 private forum</p> <p>Comprehensive problem submit the following: 20a Journal (7/1 to 7/31/2017) 20b Trial Balance (7/1 to 7/31/2017)</p>	<p>Sunday!! 7/26/2020</p>

		22a Journal (7/31/2017 only) 22b Adjusted Trial Balance (7/31/2017) 22c Profit & Loss Statement (1/1 to 7/31/2017) 22d Balance Sheet (7/31/2017) a completed back-up	
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