



Quickbooks Accounting

ACC 130-I50

Winter 2019

Number of Credits: 2 credits

Office: Online

Days Class Meets: Course Available Everyday

Contact Phone: 517-769-5583

Meeting Times: Course Available 24-7

Contact Email: longjohnr01@jccmi.edu

Location: Online

Office Hours: By Appointment

Instructor: John Long

Remote Office Hours: By Appointment

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 Villani/Rosa

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.

Extras

Students are required to have 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).



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

Grading Scale

GPA	GRADE RANGE		COURSE REQUIREMENT	POINTS
4.0	94-100%		Writing	100
3.5	89-93%		Matching	110
3.0	84-88%		Case Problems	300
2.5	78-83%		Project	200
2.0	72-77%			
1.5	66-71%			
1.0	60-65%			
0.5	55-59%			
0.0	0-54%		Total points	405

Course Management

Contact JC Student Services for more information on these college policies. Students can withdraw from the course and receive a refund during the first week of the course. Students can withdraw from the course but not receive a refund from the 2nd through the 13th week of a 15-week semester. Students can audit a course, which means the student participates in the course but will not receive a grade. Students can contact the instructor regarding an incomplete grade in the course if 75% or more of the course requirements have been completed with a grade of a 2.0 or better.

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, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.

Due Dates, Late Policy, Grading Policy

All assignments are due by **Sunday @ 11:55pm**. 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 completed with points posted to JetNet within 24-48 hours.

Tests, Homework

There are no tests. Assignments are comprised of weekly quizzes, case problems and a final cumulative project. There is opportunity for extra credit posting in forums.

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 216” 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.

Important Dates: Winter 2019

DATE	EVENT
MON, JAN 14, 2019	DAY AND EVENING CLASSES BEGIN
SAT, JAN 26, 2019	HQV 1 REPORTING DATE
FRI, FEB 1, 2019	IN-SERVICE DAY. NO CLASSES
SUN, FEB 10, 2019	HQV 2 REPORTING DATE
FRI MAR 01, 2019	PROJECT DUE
SUN MAR 03, 2019	LAST DAY OF CLASS

ACC130.I50 Course Schedule**WN 2019**

Week	Chapter	Chapter Focus	Chapter Assignment			
1	CH 1	Set-Up	CH 1 Matching Quiz			
			CH 1 reflective writing			
	CH 2	Vendors	CH 2 Matching Quiz			
			CH 2 Case Problem 1 submit the following: Vendor Balance Detail Journal			
			CH 2 Case Problem 2 submit the following: Vendor Balance Detail Journal			
			CH 2 reflective writing			
			2	CH 3	Customers	CH 3 Matching Quiz
						CH 3 Case Problem 1 submit the following: Customer Balance Detail Journal
						CH 3 Case Problem 2 submit the following: Customer Balance Detail Journal
						CH 3 reflective writing
CH 4	Period-End Procedures	CH 4 Matching Quiz				
		CH 4 Case Problem 1 submit the following: Adjusted Trial Balance worksheet Journal for adjusting entries Balance Sheet				
		CH 4 Case Problem 2 submit the following: Adjusted Trial Balance worksheet Journal for adjusting entries Balance Sheet				
		CH 4 reflective writing				
3	CH 5	Inventory		CH 5 Matching Quiz		

			CH 5 Case Problem 1 submit the following:
			Inventory Valuation Detail
			Journal
			Profit & Loss Statement
			CH 5 Case Problem 2 submit the following:
			Inventory Valuation Detail
			Journal
			Profit & Loss Statement
			CH 5 reflective writing
4	CH 6	New Company Setup - Detailed Start	CH 6 Matching Quiz
			CH 6 Case Problem 1 submit the following:
			Journal
			Trial Balance
			Customer Contact List
			Vendor Contact List
			CH 6 reflective writing
5	CH 8	Payroll Setup	CH 8 Matching Quiz
			CH 8 Case Problem 1 submit the following:
			Payroll Item Listing
			CH 8 Case Problem 2 submit the following:
			Payroll Item Listing
			CH 8 reflective writing
	CH 9	Payroll Processing	CH 9 Matching Quiz
			CH 9 Case Problem 1 submit the following:
			Payroll Transaction Detail
			Journal
			CH 9 Case Problem 2 submit the following:
			Payroll Transaction Detail
			Journal
			CH 9 reflective writing
6	CH 10	Banking	CH 10 Matching Quiz
			CH 10 Case Problem 1 submit the following:

			Reconciliation Detail
			Journal
			CH 10 Case Problem 2 submit the following:
			Reconciliation Detail
			Journal
			CH 10 reflective writing
Setup	Comprehensive Problem		Submit the following:
			15a Journal (7/1/2017)
			15b Trial Balance (7/1/2017)
7	July	Comprehensive Problem	Submit the following:
			20a Journal (7/1 to 7/31/2017)
			20b Trial Balance (7/1 to 7/31/2017)
			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

Accountants



What my friends think I do.



What my mom thinks I do.



What society thinks I do.



What clients think I do.



What I think I do.



What I actually do.