

DIABLO VALLEY COLLEGE ONLINE
Syllabus
Quickbooks Accounting for Business I
BUSAC 185-5660
Fall 2009

Instructor Information

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COURSE DESCRIPTION

This course provides an introduction to computer accounting for business. The computer software program QuickBooks Pro 2008 will be used to apply basic accounting knowledge and theory to a computer environment. We will cover the entire accounting cycle for a service company using QuickBooks Pro 2008 including sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures. Successful completion of this course will result in an excellent knowledge of how QuickBooks Pro 2008 can be used to complete the accounting for a service company.

Students can choose to install a 140-day trail version of QuickBooks Pro 2008, which is packaged with the textbook, on their own computers or use the computers located in the BFL computer labs on the Pleasant Hill Campus.

DVC COURSE STUDENT LEARNING OUTCOMES

An introductory course to computer accounting for business. Applies basic accounting knowledge and theory in QuickBooks. Includes sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures for a service business. This course builds upon knowledge of bookkeeping principles.

SLO#1. Students completing the course will be able to use QuickBooks software in the business

world.

SLO#2. Students completing the course will be able to apply accounting concepts to QuickBooks software by setting up and working with company files.

SLO#3. Students completing the course will be able to use QuickBooks software to implement the accounting cycle for a service business.

TEXTBOOK/ MATERIALS

The materials below can be purchased at the DVC Book Center. You can also purchase your books online from the DVC Book Center by visiting <http://www.bookcenter.dvc.edu/>.

Materials

1. Textbook: Quickbooks Pro 2008: Complete & Software Learning Package, 9th Edition, Janet Horne, Prentice Hall Publishers, ISBN 0138149623. Includes a 140 day trial version of QuickBooks Pro 2008 and a CD of company files.

2. USB Flash Drive-total memory needed will be less than 100 megabytes, so any flash drive larger than this will work.

TIME REQUIREMENTS

The standard time requirement for this course will vary from about 5 to 10 hours per week. The actual time required will depend on the background of each student. It is imperative that you do not get behind-it will be impossible to play “catch up” after a week or two. There are strict deadlines for homework and quizzes. There is no such thing as being a few minutes late for an online assignment since the computer clock is set with the deadline date and time. Although I will not accept late assignments (even one minute late), I do realize that unexpected situations may come up. Because of this, there are 20 points extra credit available by completing extra discussion board postings. Please see “Extra Credit” below for details. Computer problems **will not** be an excuse for turning in late work. Computers are available at public libraries, from family, friends, and neighbors, at the DVC Pleasant Hill campus, etc. Please have a back-up plan ready! **I will expect you to turn in your assignments on time even though your own computer/internet has crashed.**

ACADEMIC INTEGRITY

Cheating will not be allowed and will result in a zero on assignments and quizzes. Often these standards get blurred in an online class. Assignments and quizzes must be completed by the student only and must not be tampered with in any way. **Turning in homework or that was not completed by the student him/herself or tampering with homework constitutes cheating.** I will be monitoring assignments and quizzes very carefully. Remember that the highest level of ethical behavior is required and expected.

STUDENT'S RESPONSIBILITY

It is the student's responsibility to drop this course. The drop dates for this semester are:

Last Date to Drop with no 'W': 09/03/09

Last Date to Drop with 'W': 10/01/09

GRADING	
4 Chapter Quizzes	80 Points (20 points each)
1 Accounting Review Quiz	20
3 Chapter Tutorials	90 (30 points each, Ch 2-4)
4 End of Chapter Problems	170 (Ch 1:20 pts, Ch 2-4:50 pts each)
Participation on Class Discussion Board	40 (5 out of 8 modules required)
Practice Set	<u>100</u>
Total Points	500
A Student's Grade will be determined as follows:	A: 90-100% B: 80-89% C: 70-79% D. 60-69% F: Below 60%

GETTING STARTED

To get started in the class go to <http://webct.dvc.edu>. At the "Welcome to WebCT" logon screen, click on the "Log in to myWebCT" link. Enter your User Name (your seven-digit student ID #) and Password (your six-digit birthdate e.g., August 9, 1980 would be 080980)

You will be taken to your myWebCT screen, and a list of WebCT courses for which you are registered will appear in the upper left. You will also see bookmarks that DVC has added (including "WebCT Online Support"), and you can add your own bookmarks to this page by clicking the "Bookmarks" link. You might also want to make this your homepage so that this page appears every time you load your Web browser-I do! To access the classroom, click on the link for
BUSAC 186-5660.

Once you have access to the WebCT classroom, click on the "Learning Modules" button and select the "LM 1" icon. This will take you to your instructions for the first module. Click on "Instructions for LM 1". Print this out and follow it step by step to complete LM 1. Everything you need to complete the week can be found in the learning module. Repeat for each learning module. To be successful in this course do not skip any steps. You will be very tempted to do this because of time constraints. If you succumb to the temptation, you will be on the way to having to eventually drop the course.

QUIZZES

All quizzes are available only during the time period covered by the related module. The chapter quizzes will be same as the End of Chapter Questions found at the end of each chapter and will be each worth 20 points. They can be found contained within the learning modules. Quizzes are 10 multiple choice questions and 10 true and false questions. There is no time limit for these quizzes, but they must be completed once they are accessed-no return trips to the quizzes are allowed!

The accounting review quiz is 10 multiple choice questions based on the Accounting Concept Review PowerPoint found in Learning Module 1 (LM 1). This quiz is available as a part of LM 1.

CHAPTER TUTORIALS

Computer training tutorials are part of each chapter. You will be graded for the tutorials for Chapters 2, 3 and 4. The company file used is Computer Consulting "Your Name" and can be accessed online per the directions in LM 1. For each chapter, you will be instructed to enter transactions for this company. You are to complete all the steps listed after the bold arrows containing the work "DO". Make sure each of your screens matches the screen prints in the textbook. The instructions for how to complete and turn in these tutorials are available in LM 1. You may turn in the tutorials any time prior to the due date.

END OF CHAPTER PROBLEMS

At the end of each chapter is a set of instructions and/or transactions that have to be entered into QuickBooks. Check numbers for each problem are available in the appropriate learning module. Make sure to check your work against these numbers. The instructions for how to turn in these problems can be found in LM 1. You may turn in these problems any time prior to the due date.

PRACTICE SET

The last assignment of the course is a practice set that incorporates the information from all four chapters. Instructions and check numbers for this practice set are available in LM 8.

DISCUSSION BOARD

The discussion board is where both instructor and students are able to post messages. To access the discussion board, click on the “Class Discussion Board” icon on the course homepage in WebCT. There will be a topic set up for each learning module. **You are required to participate in any five out of the eight discussions available.** You must respond to the discussion question for any five of the learning modules and also post two responses to other students’ postings. After reading my question, click on “Compose” and type your response; when you are done, click on “Post”. Your initial response to my question is worth 5 points and your responses to two other students are worth 1.5 points each. **Responses to other students must include the name of the student to whom you are responding and must be at least three full sentences long (“Good job” is not a full sentence).** **All responses for each module are due by Sunday at 11:59 pm.** Late postings will not receive credit. All thoughtful responses that follow all the directions made by the deadline will get full credit. I also encourage you to read as many postings as possible. I will be monitoring your postings and occasionally responding to them. **Let’s all take advantage of the knowledge base that exists among all the students in this class!!**

Working Ahead: All discussion questions will be available to view at the beginning of the semester. However, all topics except for the current module question will be locked. If you want to work ahead, you may type your response in MS Word and then copy it into your discussion response when the topic is unlocked the first day of the module.

There will also be a **“Help” topic** set up on the discussion board. Here is where you will post your own questions about the material or homework or answer the questions of other students. I encourage you to get help with your homework here. There is no reason why everyone should not get 100% on their homework. Remember, there is no such thing as a dumb question.. Actively participating and making online friends will contribute to a successful completion of this course. I also recommend that you exchange phone numbers or email addresses with another student.

The **Announcement topic** is where I will post class announcements. **Make sure and read all of these announcements as you will be held responsible for all the information there.**

EXTRA CREDIT

All assignments are due by the stated deadline-no exceptions. I do realize that unexpected situations do arise for students. Because of this, I have included 20 points of extra credit that is available by completing extra discussion questions on the discussion board. Only 5 out of 8 discussions are required, so points earned for participation on the discussion board exceeding 5 modules will be counted as extra credit **up to a maximum of 20 points.**

PRIVATE MAIL

This is the email function within WebCT. Please use this tool to communicate with me during the semester. This is also how I will be sending you private communications. **Please make sure and read your mail on a timely basis as you will held responsible for all messages from me!!**

HOW TO SUCCEED IN AN ONLINE ACCOUNTING CLASS

Here are some tips that should help you succeed.

1. **Follow ALL steps found in the instructions for the week's learning module.** Check them off as you finish them.
2. **You must be self motivated and disciplined.** Between work, other classes, and this online class you will be extremely busy. Set up a schedule for yourself and follow it faithfully
3. **Get help as soon as you have a problem. Do not allow yourself to fall behind.** Contact me ASAP if you have a special situation come up. I will do the best I can to work with you so that you can successfully complete the class. Make sure you post any questions you have on the discussion board and/or email me. There will be some tutoring help available in the business computer labs. I will post an announcement when I get details about the semester hours.
4. **Do not allow yourself to spend an excessive amount of time trying to solve a computer problem on your own. Send me a private mail or call me and let me assist you.**
5. **Do all the homework and don't fall behind.** (I think I'm repeating myself, but I think you get my drift)
6. **Actively participate and ask lots of questions. Plan on visiting the class website on a **daily** basis, checking for announcements and mail.**
7. Take the advice of a former student:

“This is the fifth online class that I have taken at DVC. I think that the best advice that I have for success in an online class is to plan a schedule early. Keep a separate calendar with due dates for all of your assignments and quizzes. Plan ahead and decide when you are going to do each assignment. Make sure that you stick to your schedule because it is very easy to get off track. ONLINE CLASSES ARE NOT EASIER THAN REGULAR CLASSES. They are actually harder from my experience. You must be very motivated to do a good job in this class. If you start blowing off assignments, you will get behind and it will be very hard to get back up to speed. Work hard and plan well and you will do a good job.”

Course Calendar

We will be covering a eight learning modules during the course of the semester. Each learning module has its own instructions. **Print out the instructions for each module and follow them step-by-step. If you attempt to complete your homework before reading the instructions, you will be missing important information about the module. All assignments, quizzes, and discussion board responses for each module are due by Sunday at 11:59 pm. except for the last module which is due on a Friday.** Please use the Course Calendar I have set up in WebCT to help you keep track of all the deadlines.

Instructor reserves the right to make changes in this calendar as needed

Module/ Date	Chapters/Topics	Assignments
Learning Module (LM) 1 Aug 17-Aug 23	Chapter 1	Read and Print Instructions for the Module found in the Learning Modules Chapter 1 Tutorial Chapter 1 End of Chapter Problem Chapter 1 Quiz Accounting Review Quiz Respond to LM 1 Discussion Question
LM 2 Aug 24-Aug 30	Chapter 2	Read and Print Instructions for the Module Chapter 2 Tutorial Chapter 2 Quiz Respond to LM 2 Discussion Question
LM 3 Aug 31-Sept 6	Chapter 2	Read and Print Instructions for the Module Chapter 2 End of Chapter Problem Respond to LM 3 Discussion Question
LM 4 Sept 7-Sept 13	Chapter 3	Read and Print Instructions for the Module Chapter 3 Tutorial Chapter 3 Quiz Respond to LM 4 Discussion Question
LM 5 Sept 14-Sept 20	Chapter 3	Read and Print Instructions for the Module Chapter 3 End of Chapter Problem Respond to LM 5 Discussion Question
LM 6 Sept 21-Sept 27	Chapter 4	Read and Print Instructions for the Module Chapter 4 Tutorial Chapter 4 Quiz Respond to LM 6 Discussion Question
LM 7 Sept 28-Oct 4	Chapter 4	Read and Print Instructions for the Module Chapter 4 End of Chapter Problem Respond to LM 7 Discussion Question
LM 8 Oct 5-Oct 16 (this is a Friday!) You	Practice Set	Read and Print Instructions for the Module Help For You Practice Set Respond to LM 8 Discussion Question

have 12 days to complete this module!		
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