



COURSE OUTLINE

Course No.: ACC105
Business

Course Name: QuickBooks for Small

Credit Hours: 2
4

Class Hours: 1

Lab Hours:

Date: September 18, 2007

Prepared by: Scott Elliott

To be updated: Quarterly

Approved by: Sue Chiki
Dean/Director

PREREQUISITES:

NONE

COURSE DESCRIPTION:

The commercial software, QuickBooks, is used in accounting applications including managing revenue, expenses, payroll and creating financial statements.

The following success skills are indirectly assessed through labs and tests:

- A1. Reads, comprehends, analyzes and evaluates various types of writing.
- A5. Uses appropriate vocabulary, grammar, punctuation, spelling and syntax.
- A9. Applies effective listening techniques.
- B1. Solves addition, subtraction, multiplication and division problems.
- B6. Interprets and constructs graphs, charts and tables.
- D3. Meets performance expectation.
- D4. Follows organizational policies and procedures.
- D7. Sets priorities and manages time efficiently in accordance with priorities.
- D8. Uses and applies pertinent technology, including computers.
- D9. Adheres to health and safety standards and procedures, and plans how to react in emergencies.
- D10. Demonstrates promptness and regular attendance.
- D11. Maintains image consistent with technology standards.
- E1. Exhibits trustworthy and trusting behavior.
- E2. Exhibits confidence in self and others.
- E3. Empathizes with others. Considers varied perspectives.
- E4. Works effectively within groups.
- E5. Resolves conflicts constructively.
- E6. Engages in on going self-assessment.

- E7 Recognizes the value of humor.
- H1 Acts honestly.
- H2 Acts responsibly.
- H3 Acts in accordance with a reasoned and defensible code of ethics.
- H5 Accepts accountability for own action or inaction.
- H6 Respects rights and dignity of others.

COURSE OUTCOMES:

Upon completion of this course, the student will be able to:

1. 1. Perform basic account procedures using a microcomputer.
2. 2. Analyze entry level accounting data.
3. 3. Record accounting data using the QuickBooks 2003 Pro software.
4. 4. Analyze and interpret Financial Statements.

COURSE MATERIALS:

There is no required text for this course however, students will need media for storing electronic data, such as a removable flash drive or space on their harddrive.

The following, minimum hardware configurations will be necessary for you to access all course materials online:

Minimum PC Configuration:

Pentium processor
 16 MB RAM
 500 MB hard disk space
 15" color monitor
 28.8 Kpbs modem
 500 MB hard disk space
 Windows 95
 CD ROM also highly recommended

Minimum Mac Configuration:

120 Mhz. Power PC
 16 MB RAM
 500 MB hard disk space
 15" color monitor
 28.8 Kpbs modem
 Macintosh OS 7.5 or later
 15" color monitor
 CD ROM also highly recommended

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES:

To promote and insure the safety of all in this course and others, the students of this course agree to act in a safe and orderly manner at all times during this course, and agree to follow any and all policies as announced in class, or as posted in JL 353.

TOPICAL OUTLINE: (Class and Lab)

1. 1. Introduction to the Quick Books using:
 - a. a. The Window computing environment
 - b. b. Data Storage
2. 2. We will explore QuickBooks (multiple versions)
 - a. a. Learn to use QB's Navigator
 - b. b. See how QB uses basic accounting tools
 - c. c. Record transactions in QB for Banking, Sales, Purchases, and Payroll
 - d. d. Create Financial Statements
3. 3. We use the Easy Step Interview feature to set up new companies.
 - a. a. One will be a service company
 - b. b. The second company will be a merchandising company.

**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

COURSE NO. : ACC105

COURSE NAME: Quick Books for Small Business

INSTRUCTOR(S): Scott Elliott

DATE PREPARED: September 18, 2007

APPROVED BY: Sue Chiki
Dean/Director

The objective of the instructor is to help the student learn how to use the QuickBooks software. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

SPECIFIC FACTORS

1. 1. EXAMINATIONS AND QUIZZES:

There will be four (4) examinations in this course; four will be designed to coincide with the completion of specific sections of the course material. The first four exams will require you to do specific accounting procedures using QB, then give short answers from your printouts by taking the 20 question quiz for each assignment. Each quiz is worth 100 points and will require the student to have the printed documents as instructed in the assignment. All quiz answers will be taken from the printouts completed by completing the assignment. The fifth exam will be to complete a Q.B. problem on your own, you will create the company, the entries, etc..

Since this is a PACE oriented class, the only requirement is that you complete all assignments and quizzes by the end of the quarter. I would HIGHLY recommend that you follow the suggested schedule for project completion.

Student will not be allowed to consult other students' printed materials. Failure to be properly prepared for an exam will result in a zero for that grade.

2. PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:

In order to take an exam, the problem for that exam must be completed. The required printouts and completed problem must be submitted via the discussion board prior to taking a quiz. Failure to submit the printouts with your discussion posts will result in the student receiving a failing grade for that exam.

The following success skills are indirectly assessed through labs and tests:

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- A9. Applies effective listening techniques.
- B1 Solves addition, subtraction, multiplication and division problems.
- B6 Interprets and constructs graphs, charts and tables
- D3. Meets performance expectation.
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- D10. Demonstrates promptness and regular attendance.
- D11. Maintains image consistent with technology standards.
- E1 Exhibits trustworthy and trusting behavior.
- E2 Exhibits confidence in self and others.
- E3 Empathizes with others. Considers varied perspectives.
- E4 Works effectively within groups.
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3. Attendance

Attendance in a 100% online course requires a slight shift in thinking about what attendance might mean as compared to a 100% traditional classroom attendance policy. For an online class, attendance involves “attending to assignments and projects in a timely way, not holding up other students, and committing to the time schedules posted by the instructor at the beginning of the course—a schedule designed to insure completion by the specified end of the course.

The instructor’s attendance policy should be clearly spelled out. The instructor clearly has the right to require students to meet deadlines for homework, projects, responding to classmates, and taking exams, and to specify penalties for whatever she or he deem “excessive absences.” Acceptable on-the-job standards for attendance should be used as a guide. As in traditional classrooms, when group interaction (even if the group meets asynchronously) is central to the learning experience, the instructor must build in incentives for meeting specific deadlines. If working largely one-on-one with students, a broader, more flexible approach to time frames and completion dates might be acceptable to some instructors.

You are required to follow the schedule for completing work activities, responding to classmates and the instructor, and engaging in class online discussions.

The communication process for online courses requires that posts and assignments be completed in the time table provided by the course manager/instructor. Failure to complete course projects, discussions and quizzes in the time frame outlined in this online course will result in a zero for each assignment not completed on time unless other arrangements have been made, prior to the due date/time of said assignments, with the instructor.

4. Class Participation

Class will be more interesting and more profitable if you take an active role in your education. Participating is essential in an online course. Much of the class will involve discussions and work shopping via the computer. You will be given clear expectations for responding to your classmates and completing projects. I will be

monitoring all discussions and will review all projects thoroughly and making determinations as to level of commitment to the learning process.

Class participation can directly affect your grade if your final average sits between two grades. I am much more likely to give you the benefit of the higher grade if you have displayed interest and involvement in the course and your own learning. If I am convinced that you have put in less than your best effort, I will be inclined to allow the final grade to sit at the lower of two grades.

5. Extra Projects.

There will be no extra projects in this course.

6. GRADING SCALE:

LETTER	PERCENT
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

7. Policy Regarding Honesty

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive (*Insert consequences as decided by individual faculty/program or academic unit*). A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will receive (*Insert consequences as decided by individual faculty, program academic unit*).

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

The instructor should then specifically state what his/her policy will be in regard to dishonesty, such as cheating on a test, plagiarism on a term paper, etc. In general, the policy should be phrased in a positive manner, but nevertheless clearly indicating the consequences. Your policy cannot conflict with the general College policy. All course evaluations should include the following statement: Instances of dishonesty will be reported to Campus Judiciary.

8. Final Grade Calculation.

Assignments and quizzes will be graded within 48 hours of submission whenever possible. Students need to be aware that technical issues do arise and that sometimes it is difficult or impossible to adhere to the 48-hour guideline. Having been an online student for many years and through several degrees, I know how anxious you are to get your assignments back graded and will do my best to have them within the 48-hour window.

Students will be required to complete 5 assignments for this course. Each assignment is worth 100 points. Following completion of assignments 1 through 5, each student will be required to post his/her comments in the discussion board as well as a copy of their Quick Books output file. There are ten modules of discussion, each worth 10 points for a total of 100 points. Following completion of the discussion board post, each student will be required to take a 20 question short answer quiz based on the output reports from the Quick Books problem. Each quiz is worth 100 points.

The final grade will be determined by adding all points received by the student and dividing by all points possible. The points possible are:

500 for assignments
100 for discussion posts/completed project submissions
<u>400 for quizzes on assignments 1 through 4</u>
1000 total points possible

9. Student Grievance Due Process Procedures

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

10. Disabilities Services

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

11. Student Insurance/Coverage

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.