COURSE SYLLABUS

ACNT 1311 (3:3:0)

Introduction to Computerized Accounting

Accounting Associate

Business Administration Department

Technical Education Division

Lubbock Center – ONLINE

SOUTH PLAINS COLLEGE

FALL 2018

Vanessa Robison, CPA

SCANS COMPETENCIES

RESOURCES: Identifies, organizes, plans and allocates resources.
C-1   **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
C-2   **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C-3   **MATERIALS & FACILITIES**-Acquires, stores, allocates, and uses materials or space efficiently.
C-4   **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information
C-5   Acquires and evaluates information.
C-6   Organizes and maintains information.
C-7   Interprets and communicates information.
C-8   Uses computers to Process information.

INTERPERSONAL--Works With Others
C-9   Participates as members of a team and contributes to group effort.
C-10   Teaches others new skills.
C-11   Serves clients/customers--works to satisfy customer's expectations.
C-12   Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
C-13   Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
C-14   Works with Diversity-Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships
C-15   Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
C-16   Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
C-17   Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies
C-18   Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
C-19   Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
C-20   Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks
F-1   Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
F-2   Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F-3   Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F-4   Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F-5   Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
F-6   Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason
F-7   Creative Thinking--Generates new ideas.
F-8   Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
F-9   Problem Solving--Recognizes problems and devises and implements plan of action.
F-10   Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
F-11   Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
F-12   Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty
F-13   Responsibility--Exerts a high level of effort and preservers towards goal attainment.
F-14   Self-Esteem--Believes in own self-worth and maintains a positive view of self.
F-15   Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
F-16   Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
F-17   Integrity/Honesty--Chooses ethical courses of action.

COURSE TITLE: ACNT 1311 Introduction to Computerized Accounting

Online Disclaimer: This is to notify you that materials you may be accessing in chat rooms, bulletin boards or unofficial Web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

INSTRUCTOR: Vanessa Robison, CPA

OFFICE: Room 120 I, Lubbock Center Campus
HOURS: **By appointment**

TELEPHONE: 806-716-4637

E-MAIL: vrobison@southplainscollege.edu

COURSE DESCRIPTION: Prerequisite: 3 hours of accounting or consent of instructor. This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

COURSE LEARNING OUTCOMES: The student will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project that entails the major course competencies and outcomes; and identify and explain the components of general ledger software.

COURSE STRUCTURE: This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. **Blackboard** is used to deliver and manage this course. It is a software package that was written to help manage online courses. There is help available for students at the SPC Online Web site. You can access this site at http://www.southplainscollege.edu/online/students/studentguide/index.htm.
Please take a moment to read over the information at this site before you get started.

TEXTBOOKS:

Note: The textbooks may be available only through the Levelland book store. You may or may not be able to get them at the Reese Center book store. You can order the book online through the SPC Web site, or you can contact the Levelland book store and request that they send the texts to the Reese book store. Be sure to give them the course number and use the ISBN numbers when ordering. If you order from a third party source, you

Using Quickbooks Accountant for Accounting 2015 , Glenn Owen, Cengage Publisher (The QuickBooks software is provided on a CD with the book and data files CD.)

USING QUICKBOOKS FOR ACCOUNTING W/2 CDS

Author	OWEN
Edition	15th
ISBN	9781305084773 OR 9781305084780

SUPPLIES: Software—QuickBooks software is provided with the textbook.

One Jump/FLASH Drive will be needed for this course – save on this flash drive so that you do not lose your work.

COMPUTER REQUIREMENTS: No particular brand of computer is recommended. It is the responsibility of the student to make sure that they have the necessary computer resources, skills, and prerequisite to take this class. Students are not required to purchase their own computer, but must have access to one that meets the requirements given below. There are computer labs available for student use on the Levelland, Lubbock, and Reese Center campuses.

Hardware: **The course is a PC-based course*. Please do not try to use a MAC computer system to complete this course AS THIS SOFTWARE WILL NOT WORK ON A MAC!* Minimum computer hardware and software requirements are on page 1 in the QuickBooks textbook.**

In order to access the course, a Web browser is necessary. You need to use Internet Explorer 5.x or later, or Google Chrome (Chrome is recommended over Internet Explorer). To obtain a free copy of this browser, go to the following site:

Internet Explorer

http://www.microsoft.com/downloads/Search.aspx?displaylang=en#

You will have to enable JavaScript in your browser to be able to utilize all the functionality available in Blackboard. If you are not sure how to enable JavaScript, please go the SPC Online Web site at http://www.southplainscollege.edu/online/students/studentguide/index.htm

Internet Access: The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these four sites:

http://www.southplainscollege.edu
http://spc.blackboard.com/webct/entryPageIns.dowebct
http://oe.quickbooks.com
 http://www.mhhe.com/yachtessentials4e

Please test your computer to make sure that you can access all four of these sites.

If you are using AOL to connect to the Internet, it is recommended that you open Internet Explorer after you have made your connection.

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

SPECIFIC COURSE INFORMATION AND REQUIREMENTS:

Attendance Policy: Even though this is an online class, students still have to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. *Minimum log in for the course is at least two days per week.*

Withdrawal Policy: If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their on withdrawal by the last drop date for the semester. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X").

Assignment/Exam Policy: Students are required to complete reading assignments, homework assignments, and exams as assigned by the instructor. Chapters and assigned course content needs to be read prior to completing assignments. **Assignments are due by 11:59 PM. on the date posted on the course schedule/calendar. <u>Late work will NOT BE ACCEPTED.</u> <u>Most assignments will be submitted through Blackboard and must be submitted with the subject line of the e-mail containing your last name and the chapter and assignment number submitted.</u> Please do not send your assignments to my SPC e-mail address. If you send your assignments to my SPC e-mail, it will not be graded. Failure to identify and send assignments correctly will result in lost points.**

Grading Policy: Your grade for this course will be based on the following points (subject to change):

Chapter Assignment Submissions	70%
ONGOING COURSE PROJECT	30%

Grading Scale: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60

Note: A detailed <u>Semester Schedule</u> with assignments and due dates will be posted in the course on Blackboard as they become available.

Open Computer Labs: There is an Open Computer Lab located on the Levelland campus in the new Technology Center. It is available to all students Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 12:00 p.m. Students wanting to use the computers at the Reese Center or the Lubbock Center will have to check with those campuses to determine their policy for open labs. Byron Martin ATC lab times are basically the same hours as the Levelland campus.

Technical Problems/Support: If you are having computer problems, please resolve asap. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a bad flash drive, computer crash, or any other situation, there is nothing I can do about it. You need to make backup copies and have a backup plan in place.

OTHER POLICIES:

SCANS Competencies and Foundation Skills: The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills that young people need to succeed in the world of work. The purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. Introduction to Accounting Computerized Accounting includes the following SCANS competencies: C-1,2,3,4,5,6,7,8,9,10,11,14,15,16,17,18,19,20; F-1,3,4,5,7, 9,10,11,12,13; (Note: A complete list of SCANS Competencies and Foundation Skills may be obtained from the instructor.)

Academic Integrity: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the

offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

Student Conduct: Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Students should refer to the SPC General Catalog policy regarding student conduct.

ACCOMMODATIONS:

Accommodations:
Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers the Lubbock Center) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Diversity Statement
In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement
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Non-Discrimination Statement
South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Course Learning Outcomes

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, nonprofit, and manufacturing businesses.
2. Complete exercises using accounts payable, accounts receivable, invoicing, payroll, inventory, and job cost systems.
3. Complete the computer accounting cycle using QuickBooks's software.
4. Complete exercises to customize forms, online resources, and export data to a word processing program and Microsoft Excel.
5. Prepare financial statements and complete financial statement analysis.
6. Complete computer accounting projects that require designing service and merchandising businesses.