



574 NEW LONDON TURNPIKE • NORWICH, CT 06360 • 860-886-0177

Acct. 125, 3 Credits
Online – Spring 2015
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Prerequisite:

This course is designed to teach accounting students about computerized integrated accounting and accounting spreadsheet applications using a standard Windows interface. Students will learn to operate the software by entering realistic accounting transactions for a variety of business applications and by generating financial statements, spreadsheets, and other management information reports. The techniques and terminology learned can be applied to other Window-based software packages.

Required Materials:

- TITLE: Computer Accounting w/Quickbooks 2014 (w/CD & Intuit CD)
- AUTHOR: Kay
- EDITION 16th:
- COPYRIGHT YEAR: 2015
- PUBLISHER: McGraw-Hill
- ISBN: 9781259289149

Grading and Classroom Policies:

The grading policy is as stated in the Manual of Policy and Procedures on Grades and Quality Points.

Point/Grade Distribution is as follows:

A 94-100	C+ 77-79
A- 90-93	C 73-76
B+ 87-89	C- 70-72
B 83-86	D+ 67-69
B- 80-82	D 63-66

Grading and Classroom Policies:

There are four semester exams. If a semester exam is missed it is a zero. I will drop the lowest semester exam grade (Exam 1, 2, 3 or 4). If you miss an exam I will not drop that grade. All exams must be taken.

Withdrawal Policy:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar.

Disabilities Statement:

If you are a student with a disability and believe you need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor.

Academic Integrity:

Any student who cheats on an exam will receive a grade of ZERO for the exam. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College.

Digication:

All students are required to maintain an online learning portfolio in Digication that uses the college template.

Course Contents:

CHAPTER 1 QUICK TOUR OF QUICKBOOKS
CHAPTER 2 CUSTOMIZING QUICKBOOKS
CHAPTER 3 BANKING
CHAPTER 4 CUSTOMERS AND SALES
CHAPTER 5 VENDORS, PURCHASES, AND INVENTORY
CHAPTER 6 EMPLOYEES AND PAYROLL
CHAPTER 7 REPORTS AND GRAPHS
CHAPTER 8 NEW COMPANY SETUP
CHAPTER 9 ACCOUNTING FOR A SERVICE COMPANY
CHAPTER 10 MERCHANDISING CORPORATION: SALES, PURCHASES & INVENTORY
CHAPTER 11 MERCHANDISING CORPORATION: PAYROLL
CHAPTER 12 ADVANCED QUICKBOOKS FEATURES FOR ACCOUNTANTS

Course Outcomes:

1. Demonstrate knowledge of how to Set Up a New Company.
2. Prepare and explain the recording process for recording Owner's Investment
3. Prepare and explain the recording process for recording Purchase Transactions
4. Prepare and explain the recording process for recording Sales Transactions
5. Demonstrate knowledge of how to prepare adjusting entries.
6. Demonstrate knowledge of how to prepare closing entries.
7. Demonstrate knowledge and application of payroll accounting
8. Demonstrate knowledge and application of inventory (cost flows; periodic; perpetual) accounting and reporting.
9. Demonstrate knowledge of how to prepare Financial Statements.

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COURSE OUTLINE - Appendix

Week	New Material	Exercises
1	Chapter 1	1-1, 1-2
2	Chapter 2	2-1, 2-2
3	Chapter 3	3-1, 3-2
4	Exam #1 on Chapters 1, 2, 3	Exam opens 2/12 to Midnight 2/15
5	Chapter 4	4-1, 4-2, 4-3
6	Chapter 5	5-1, 5-2, 5-3, 5-4
7	Chapter 6	6-1, 6-2, 6-3
8	Exam #2 on Chapters 4, 5, 6	Exam opens 3/26 to Midnight 3/29
9	Chapter 7	7-1, 7-2, 7-3, 7-4
10	Chapter 8	8-1, 8-2
11	Chapter 9	9-1, 9-2
12	Exam #3 on Chapters 7, 8, 9	Exam opens 4/16 to Midnight 4/19
13	Chapter 10 & 11	10-1, 10-2, 10-3, 11-1
14	Chapter 12	12-1, 12-2
15	Exam #4 Chapters 10, 11, 12	Exam opens 5/14 to Midnight 5/17

ALL EXAMS ARE TIMED AND HAVE TO BE COMPLETED BY THE DUE DATE.

SPRING 2015

Jan 19	Martin Luther King Day - College Closed
Jan 20	New Student Orientation
Jan 21	Last Day for Full Tuition Refund
Jan 22	Classes Begin/Late Registration Begins Add/Drop Period Begins First Day of First 5 Week (Tuesday & Thursday) Mod Session First Day of First 7 Week (Tuesday & Thursday) Mod Session
Jan 26	First Day of First 7 Week (Monday & Wednesday) Mod Session
Jan 28	Instructor Signature Required to Add Classes
Feb 4	Last Day of Add/Drop and Partial Tuition Refund
Feb 5	All College Professional Day – Classes Not In Session
Feb 12	Lincoln's Birthday - Classes In Session
Feb 16	President's Day Observed – College Open Classes Not in Session
Feb 18	Last Day to Select Audit Option
Feb 26	Last Day First 5 Week (Tuesday & Thursday) Mod Session
Mar 2	Last Day of First 5 Week (Monday & Wednesday) Mod Session
Mar 3	First Day of Second 5 Week (Tuesday & Thursday) Mod Session
Mar 4	First Day of Second 5 Week (Monday & Wednesday) Mod Session
Mar 10	Last Day of First 7 Week (Tuesday & Thursday) Mod Session
Mar 13	Last Day to apply for Summer 2015 graduation
Mar 15-22	Spring Break - Classes Not in Session
Mar 23	Last Day of First 7 Week (Monday & Wednesday) Mod Session
Mar 30	First Day of Second 7 Week (Monday & Wednesday) Mod Session
Mar 31	First Day of Second 7 Week (Tuesday & Thursday) Mod Session
Apr 1	Continuing Degree-Seeking Student Registration for Summer Session and Fall Semester
Apr 3-5	Spring Recess – College Closed
Apr 6	Student Online Course Evaluations Open for completion 15 week Session
Apr 8	Last Day to Select Pass/Fail Option –15 Week Session Last Day to Submit Incomplete Work from Fall '14 semester and Intersession '14.
Apr 9	Last Day of Second 5 Week (Tuesday & Thursday) Mod Session
Apr 13	Last Day of Second 5 Week (Monday & Wednesday) Mod Session
Apr 14	First Day of Third 5 Week (Tuesday & Thursday) Mod Session Non-Degree Seeking and New Student Registration for Summer Session and Fall Semester
Apr 15	First Day Third 5 Week (Tuesday & Thursday) Mod Session
Apr 24	Student Online Course Evaluations Closed for Student Input 15 Week Session
May 11	Last Day to Withdraw from Classes
May 13	Last Day Second 7 Week (Monday & Wednesday) Mod Session
May 14	Last Day Second 7 Week (Tuesday & Thursday) Mod Session
May 18	Last Day of 15 Week Session Last Day of Third 5 Week (Monday & Wednesday) Mod Session
May 19-20	Make-up/Supplemental session - Instructor Discretion
May 22	Final Grades Due
May 25	Memorial Day - College Closed
May 29	Commencement Student grades available on Web
June 16	Last Day to apply for Fall 2015 Graduation