



ACC* K125, 3 Credits
Online Class Spring 2014
Erik Christensen, CPA, MSA
TRCC E-mail: EChristensen@trcc.commnet.edu

Prerequisite:

Prerequisite: ACC* K112 – Principles of Accounting II

Course Description:

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 Windows-based software packages.

Instructional Methodology:

This is an online class. There will be videos provided by the publisher, homework and chat sessions.

Required Materials:

TITLE: Computer Accounting w/QuickBooks 2013 (w/2 CD's)
AUTHOR: Kay
EDITION: 15th
COPYRIGHT YEAR: 2014
PUBLISHER: McGraw-Hill Irwin
ISBN 978007826840

Access to Blackboard Learn

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

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), **but I will not drop the last exam grade.**

School Email and Contact:

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This link should be shared with students. http://www.trcc.comnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

Attendance Policy:

Participation in the chat rooms is optional. I provide these sessions to allow you to ask questions in real time. Every 7 – 10 days, I will schedule chat sessions. Chat sessions will not be scheduled during exam time.

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" or "N" signifying a failing grade or no grade. See updated school policy regarding "F" and "N". Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar.

Disabilities Statement:

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP. Contact Matt Liscum 860.215.9265 for the following disabilities: physical, sensory, medical or mental health. Contact Chris Scarborough for the following disabilities: learning, ADD/ADHD or Autism Spectrum.

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.

Learning 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.

Digication – TRCC Online Learning Portfolio:

All students are required to maintain an online learning portfolio using a TRCC designed template. Students will upload at least one assignment from this class to Digication. Further guidance will be provided.

ACC 125 – ACCT Computer Applications I

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 2/14 to Midnight 2/17
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 3/28 to Midnight 3/31
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 4/18 to Midnight 4/21
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 5/16 to Midnight 5/19

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

SPRING 2014

Jan 20 Martin Luther King Day - College Closed

Jan 22 Professional Day

Last Day for Full Tuition Refund

Jan 23 Classes Begin/Late Registration Begins

Add/Drop Period Begins

First Day of First 5 – Week Mod Session

First Day of First 7 ½ -Week Mod Session

Jan 30 Instructor Signature Required to Add Classes

Feb 5 Last Day of Add/Drop and Partial Tuition Refund

Feb 6 All College Professional Day – Classes Not In Session

Feb 12 Lincoln's Birthday - Classes In Session

Feb 17 President's Day Observed – College Open Classes Not in Session

Feb 24 Last Day to Select Audit Option

Mar 3 Last Day of First 5 – Week Mod Session

Mar 4 First Day of Second 5 – Week Mod Session

Mar 14 Last Day to apply for Summer 2014 graduation

Mar 17-23 Spring Break - Classes Not in Session

Mar 26 Last Day First 7 ½ -Week Mod Session

Last Day for Full Tuition Refund – Second 7 ½ -Week Mod Session

Mar 27 First Day of Classes Second 7 ½ -Week Mod Session

Apr 1 Degree Seeking Continuing Student Registration for Summer Session and Fall Semester

Apr 7 Student Online Course Evaluations Open for completion 15 week Session

Apr 14 Last Day to Select Pass/Fail Option – 15 Week Session

Last Day to Submit Incomplete Work from Fall '13 semester and Intersession '14.

Last Day of Second 5 – Week Mod Session

Apr 15 First Day of Third 5 – Week Mod Session

Non-Degree Seeking and New Student Registration for Summer Session and Fall Semester

Apr 17 Last Day to apply for Summer (August '14) Graduation

Apr 18-20 Spring Recess – College Closed

Apr 25 Student Online Course Evaluations Closed for Student Input 15 Week Session

May 12 Last Day to Withdraw from Classes

May 19 Last Day of 15 Week Session

Last Day Second 7½ -Week Mod

Last Day of Third 5 – Week Mod Session

May 20 Make-up/Supplemental session - Instructor Discretion

May 22 Final Grades Due

May 26 Memorial Day - College Closed

May 30 Student grades available on Web

May 31 Commencement