



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

Acct. 125, 3 Credits

Online – Fall 2012

Arthur J. Braza

e-mail: [abraza@cox.net](mailto:abraza@cox.net)

### **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 2012 (w/CD & Intuit CD)
- AUTHOR: Kay
- EDITION: 14th
- COPYRIGHT YEAR: 2013
- PUBLISHER: McGraw-Hill
- ISBN:9780077624538

### **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).

### **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 at 383-5240. 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.

### **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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**Week**

8/27, 9/3 & 9/10

**Chapter Exercises**

1-2 1-1 & 1-2

2-3 2-1 & 2-2

3 3-1 & 3-2

**Exam #1 Chapters 1, 2 & 3 Exam Open 9/13 to Midnight 9/16**

9/17, 9/24

4-5 4-1, 4-2 & 4-3

10/1 & 10/8

5-6 5-1, 5-2, 5-3 & 5-4

6 6-1, 6-2 & 6-3

**Exam #2 Chapters 4, 5 & 6 Exam Open 10/11 to Midnight 10/14**

10/15, 10/22

7-8 7-1, 7-2, 7-3 & 7-4

10/29 & 11/5

8 8-1 & 8-2

9 9-1 & 9-2

**Exam #3 Chapters 7, 8 & 9 Exam Open 11/8 to Midnight 11/11**

11/12, 11/19

10 10-1, 10-2, 10-3

11/26, 12/3

11 11-1

12/10

12 12-1, 12-2

**Exam #4 Chapters 10, 11 & 12 Exam Open 12/13 to Midnight 12/16**