



Three Rivers

COMMUNITY COLLEGE

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

Acct. 125, 3 Credits

Online – Spring 2011

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Office Hours: Posted

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 Pro 2010 (w/2 CDs)
- AUTHOR: Kay
- EDITION:12th
- COPYRIGHT YEAR:2011
- PUBLISHER: McGraw-Hill
- ISBN:9780077408756

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 three semester exams in addition to the final project. If a semester exam is missed it is a zero. I will drop the lowest semester exam grade (Exam 1, 2, 3 or Project).

Attendance Policy:

Participation in chat rooms is optional. I provide the chat sessions to allow you to ask questions in real time. You may always email your questions to abraza@cox.net

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 2010
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
CHAPTER 13 LIVE PROJECT: QUICKBOOKS IN ACTION

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.

Accounting 125

Week	Chapter	Exercises
1/24	1-2	1-1 & 1-2
		Online Office Hours 7 to 8 PM – 2/1/2011
1/31	2-3	2-1 & 2-2
2/7	3-4	3-1 & 3-2
2/14	4-5	4-1, 4-2 & 4-3
		Online Office Hours 7 to 8 PM – 2/17/2011
2/21 & 23	5-6	5-1, 5-2, 5-3 & 5-4
		Exam #1 Chapters 1, 2, 3 & 4 Exam Open 2/17 to Midnight 2/20
2/28	6-7	6-1, 6-2 & 6-3
3/7	7-8	7-1, 7-2, 7-3 & 7-4
		Online Office Hours 7 to 8 PM – 3/9/2011
3/14 & 16		Spring Break
3/21	8	8-1 & 8-2
3/28	9	10-1, 10-2, 10-3, 10-4, 10-5 & 10-6
4/4	9-10	Exam #2 Chapters 5, 6, 7 & 8 Exam Open 4/7 to Midnight 4/10
4/11	10-11	
4/18	11	11-1
4/25	12	12-1
		Online Office Hours 7 to 8 PM – 4/27/2011
5/2	12	Exam #3 Chapters 9, 10, 11 & 12 Exam Open 5/5 to Midnight 5/8
5/9 to 5/15		Final Project 12.1 on page 12.42 DUE MAY 16th
		Online Office Hours 7 to 8 PM – 5/10/2011