



Acct Computer Applications I

ACC K125, 3 Credits

Online Fall 2018

Erik Christensen, CPA, MSA

TRCC E-mail: [Echristensen@trcc.commnet.edu](mailto:Echristensen@trcc.commnet.edu)

### **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.

### **Required Materials:**

TITLE: Computer Accounting w/QuickBooks 2018 (w/CD & Connect Access)

AUTHOR: Kay

EDITION: 18th

COPYRIGHT YEAR: 2019

PUBLISHER: McGraw-Hill

ISBN 9781259538490

McGraw-Hill Connect Access code

McGraw-Hill Connect Hyperlink - <https://connect.mheducation.com/class/e-christensen-acc-k125-fall-2018>

### **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 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



### **Grading and Classroom Policies:**

There are four semester exams and homework assignments. Final Grades will consist of the following

Exam 1 – 20%

Exam 2 – 20%

Exam 3 – 20%

Exam 4 – 20%

Homework Assignments – 20%

There will be no make-ups unless previously arranged.

### **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 "UF" signifying a failing grade or Unearned Failure. See updated school policy regarding "F" and "UF". 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 any assistance.

### **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.

### **Board of Regents for Higher Education and Connecticut State Colleges and Universities Policy Regarding Sexual Misconduct Reporting, Support Services and Processes Policy:**

---

#### **Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:**

"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking."

---

#### **Title IX Statement of Policy:**

"Title IX of the Education Amendments Act of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin, in all aspects of educational programs and activities."

---

Please Report Student Incidents to: Edward A. Derr, Student Diversity and Title IX Coordinator  
Admissions Welcome Center \* Office A116  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* EDerr@trcc.commnet.edu

---



### **Digication – TRCC Online Learning Portfolio:**

All students are required to maintain a learning portfolio in Digication that uses the (Three Rivers) College Template.

### **Course Contents:**

CHAPTER 1 QUICKBOOKS QUICK TOUR: NAVIGATION AND SETTINGS  
CHAPTER 2 QUICKBOOKS CHART OF ACCOUNTS  
CHAPTER 3 QUICKBOOKS TRANSACTIONS  
CHAPTER 4 BANKING  
CHAPTER 5 CUSTOMERS AND SALES  
CHAPTER 6 VENDORS AND EXPENSES  
CHAPTER 7 INVENTORY  
CHAPTER 8 EMPLOYEES AND PAYROLL  
CHAPTER 9 QUICKBOOKS ADJUSTMENTS  
CHAPTER 10 QUICKBOOKS REPORTS  
CHAPTER 11 QUICKBOOKS SERVICE COMPANY  
CHAPTER 15 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.



## ACCT Computer Applications I

### COURSE OUTLINE - Appendix

Week	New Material	Homework	
1	Chapter 1	Step-by-step Activities, Ex 1-1, Ex 1-2	Due 9/21
2	Chapter 2	Step-by-step Activities, Ex 2-1, Ex 2-2	Due 9/21
3	Chapter 3	Step-by-step Activities, Ex 3-1, Ex 3-2, Ex 3-3	Due 9/21
4	<b>Exam #1 on Chapters 1,2,3      Exam open 9/21 until midnight 9/24</b>		
5	Chapter 4	Step-by-step Activities, Ex 4-1, Ex 4-2, Ex 4-3, Ex 4-4	Due 10/19
6	Chapter 5	Step-by-step Activities, Ex 5-1, Ex 5-2, Ex 5-3, Ex 5-4, Ex 5-5	Due 10/19
7	Chapter 6	Step-by-step Activities, Ex 6-1, Ex 6-2, Ex 6-3	Due 10/19
8	<b>Exam #2 on Chapters 4,5,6      Exam open 10/19 until midnight 10/22</b>		
9	Chapter 7	Step-by-step Activities, Ex 7-1, Ex 7-2, Ex 7-3, Ex 7-4, Ex 7-5, Ex 7-6	Due 11/16
10	Chapter 8	Step-by-step Activities, Ex 8-1, Ex 8-2, Ex 8-3	Due 11/16
11	Chapter 9	Step-by-step Activities, Ex 9-1, Ex 9-2, Ex 9-3, Ex 9-4, Ex 9-5, Ex 9-6	Due 11/16
12	<b>Exam #3 on Chapters 7,8,9      Exam open 11/16 until midnight 11/19</b>		
13	Chapter 10	Step-by-step Activities, Ex 10-1, Ex 10-2, Ex 10-3, Ex 10-4	Due 12/14
14	Chapter 11	Step-by-step Activities, Ex 11-1, Ex 11-2, Ex 11-3, Ex 11-4, Ex 11-5, Ex 11-6	Due 12/14
15	Chapter 15	Step-by-step Activities	Due 12/14
16	<b>Exam #4 on Chapters 10,11,15      Exam open 12/13 until midnight 12/16</b>		

**Note** – Additional Problems or exercises may be assigned or modified on a weekly basis.



## **Fall 2018 Standard 15 Week Session**

**Aug 27** - Registration deadline and last day to drop classes for full tuition refund

**Aug 28** - Classes begin/Add and drop periods begin

**Sep 3** - Labor Day – college closed

**Sep 3** - Last day for registered students to add a class-online (**Aug 31 in person**)

**Sep 4-7** – Welcome week

**Sep 10** - Last day to drop classes and partial tuition refund

**Sep 17** - Constitution Day (observed) – classes in session

**Sep 21** - Professional Day – classes in session

**Sep 25** - Last day to select audit option

**Oct 16** – Reading Day

**Nov 1** - Continuing degree-seeking student registration for winter '18 Intersession and spring '19 semester

Advising day (classes in session)

**Nov 5** - Advising day (classes in session)

**Nov 6** - Last day to select pass/fail option, last day to submit incomplete work from spring '18 and summer '18

**Nov 15** – New student and non-degree seeking registration for winter '18 intersession and spring '19 semester, last day to apply for spring graduation (May '19)

**Nov 21** – College open – No classes in session

**Nov 22-25** – Thanksgiving recess

**Dec 9** – Last day to withdraw from classes-online (**Dec 7 in person**)

**Dec 16** – Last day of 15 week session

**Dec 21** – Final grades due to Registrar's office

**Dec 24** - Grades available on Web

**Dec 25** – Christmas Day – college closed