



Accounting Computer Applications I

ACC 125, 3 Credits
Online, Fall 2019
August 27 – December 15
Sarah Stover, CPA
Office Hours: By Appointment

Contact

TRCC E-mail: SStover@trcc.commnet.edu

Prerequisite

ACC 115

Required Materials

Textbook: Computer Accounting W/quickbooks 2019 (w/CD & Connect Access)

Author: Kay

Edition: 19th

ISBN: 978-1264014156

Online Portion: Access to Blackboard Learn

McGraw Hill Connect: <https://connect.mheducation.com/class/s-stover-acc-125-fall-2019-1>

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.

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.

Assignments

Exams

Four online exams will be given during the course of the semester. They can be found on your McGraw Hill Connect access.

Homework

Weekly homework will be assigned on your McGraw Hill Connect access that builds from the work you will do step-by-step through that week's chapter.

Grading

Components of Grade

Assignment	Weight	Due Date
Exam 1	20%	September 23
Exam 2	20%	October 21
Exam 3	20%	November 21
Exam 4	20%	December 15
Homework	20%	Before Exam Opens for Each Section

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-	90-92	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-	0-59

Class Policies

Attendance Policy

Completion of each week's assignments is essential for success in the course. Without the previous week's work being complete you will be unable to finish the current week's work. This means you must keep up week by week and complete every step in each chapter. Do not wait until the end of a segment to start doing your homework or you will not be able to succeed in this class.

Appointments & Assistance

If you need assistance with the material we are learning or would like to discuss assignments with me, please email me. It is your responsibility to monitor your progress and seek assistance if you need.

Academic Integrity

All assignments are to be completed by the student without the assistance of any other person. While doing homework, a student may use any material and notes from class but may not use the internet or other sources and may not obtain assistance from anyone else. Any student who cheats on an assignment will receive a grade of ZERO for the assignment. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College.

Additional Information

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.

School Email Alert

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

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COURSE OUTLINE

Week	Date	Chapter	Homework	Due Date
1	August 27	Chapter 1	Step-by-step Activities, Ex 1-1, 1-2	Due 9/19
2	September 1	Chapter 2	Step-by-step Activities, Ex 2-1, 2-2	Due 9/19
3	September 8	Chapter 3	Step-by-step Activities, Ex 3-1, 3-2, 3-3	Due 9/19
4	September 15	Exam #1 on Chapters 1,2,3 Exam open 9/19 until midnight 9/23		
5	September 23	Chapter 4	Step-by-step Activities, Ex 4-1, 4-2, 4-3, 4-4	Due 10/17
6	September 30	Chapter 5	Step-by-step Activities, Ex 5-1, 5-2, 5-3, 5-4, 5-5	Due 10/17
7	October 6	Chapter 6	Step-by-step Activities, Ex 6-1, 6-2, 6-3	Due 10/17
8	October 13	Exam #2 on Chapters 4,5,6 Exam open 10/17 until midnight 10/21		
9	October 20	Chapter 7	Step-by-step Activities, Ex 7-1, 7-2, 7-3, 7-5, 7-6, 7-7	Due 11/14
10	October 27	Chapter 8	Step-by-step Activities, Ex 8-1, 8-2, 8-3	Due 11/14
11	November 3	Chapter 9	Step-by-step Activities, Ex 9-1, 9-2, 9-3, 9-4, 9-5, 9-6	Due 11/14
12	November 10	Exam #3 on Chapters 7,8,9 Exam open 11/14 until midnight 11/21		
13	November 17	Chapter 10	Step-by-step Activities, Ex 10-1, 10-2, 10-3, 10-4	Due 12/12
14	November 24	Chapter 11	Step-by-step Activities, Ex 11-1, 11-2, 11-3, 11-4, 11-5, 11-6	Due 12/12
15	December 1	Chapter 15	Step-by-step Activities	Due 12/12
16	December 8	Exam #4 on Chapters 10,11,15 Exam open 12/12 until midnight 12/15		

Note: Additional problems and exercises may be assigned or modified on a weekly basis.

FALL 2019 STANDARD 15 WEEK SESSION

Aug 26	Registration deadline and last day to drop classes for full tuition refund
Aug 27	Classes begin, add and drop periods begin
Sep 2	Labor Day - college closed and last day for students to add a class - online (Aug 30 <u>in person</u>)
Sep 3-6	Welcome Week
Sep 9	Last day to drop classes and partial tuition refund
Sep 17	Constitution Day observed (classes in session)
Sep 20	Professional Day (classes in session)
Sep 24	Last day to select audit option
Oct 21	Mid-term Grades Due
Oct 22	Reading Day * <u>See Additional Notes</u>
Nov 4	Advising day (classes in session) Registration begins for Winter '19 Intersession and registration begins for Spring '20 Semester for Continuing Degree-Seeking Students and New Students with Veteran Status
Nov 5	Advising day (classes in session) Last day to withdraw from classes, last day to select pass/fail option, and last day to submit incomplete work from Spring '19 and Summer '19
Nov 8	Registration begins for New Student and Non Degree-Seeking Student Registration for Winter '19 Intersession and Spring '20 Semester, and last day to apply for spring graduation (May '20)
Nov 27	College open - no classes in session
Nov 28-Dec 1	Thanksgiving recess
Dec 15	Last day of 15 Week Session
Dec 17	Final grades due to Registrar's office (by noon)
Dec 20	Grades available on web
Dec 23	Semesters end for CC
Dec 25	Christmas Day - college closed