This course presents an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). Prerequisite: ACNT 1403 or ACCT 2401.

1. Villani, Kathleen and Rosa, James B.: Computerized Accounting with QuickBooks Pro 2007, Paradigm. (required)
2. Paper and pencil/pen for note taking.
3. An inexpensive 4-function calculator. This calculator will be used during class and during exams. You may not use the calculator function of a cell phone for in-class use.
4. 3 ½ “ diskettes or a flash drive

Upon successful completion of the course the student will be able to:

1. Understand the differences and similarities between a manual accounting system and QuickBooks Pro.
2. Open QuickBooks Pro, open a company file, make and restore a backup copy of a company file.
4. Enter daily activities as appropriate in the various QuickBooks windows.
5. Create, set up, and customize a new company file.
6. View, customize, and print various reports.
<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample real life applications</th>
<th>Projects</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back up and restore QuickBooks files</td>
<td>To understand the importance of saving and restoring files in the regular course of business</td>
<td>A project will be assigned which will require the student to create a new company. Then, the student will enter transactions for the business.</td>
<td>Yes</td>
</tr>
<tr>
<td>Enter transactions into the appropriate windows in QuickBooks</td>
<td>To understand the process of correctly entering data into the software program</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Create, set up, and customize a new company file in QuickBooks</td>
<td>To illustrate how a business new to QuickBooks would use its data in the software</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Identify effective internal control procedures</td>
<td>To illustrate the importance of internal control To identify those who are responsible To develop internal control procedures</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>View, customize, and print financial reports</td>
<td>To understand how QuickBooks uses data to create reports</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Export financial information into Excel from QuickBooks</td>
<td>To understand how to export financial information into Excel for businesses who need to use Excel to provide reports to its users</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Student Contribution and Class Policies:

Each student is expected to study at least eight hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class. Students will be expected to exhibit professional behavior during scheduled class times and while in the lab. Professional behavior includes, but is not limited to, the following:

1. Complies with the rules of Midland College
2. Attends class regularly (no more than two/three absences)
3. Is punctual
4. Exhibits cooperative behavior in class
5. Ear phones, cell phones, and beepers are considered disruptive to the class and should be avoided.
6. Is dressed appropriately
7. Takes all tests on the scheduled dates.
8. Gives the instructor advanced notice when leaving class early
If it becomes necessary for a student to miss a scheduled class time, it will be the student’s responsibility to contact the instructor during scheduled office hours in order to receive missed assignments.

**Labs:** There is no scheduled lab time for this class; however, students can review for the major exams using the computers in the accounting lab (room 170) and obtain information from the internet in the general purpose lab. The accounting lab is open during the following hours (except school holidays):
- Monday-Thursday: 8:00 a.m.-10:00 p.m.
- Friday: 10:00 a.m.-2:00 p.m.
- Saturday: 10:00 a.m.-2:00 p.m.

**Missed Exams:** If a student is absent on a scheduled exam day, he/she may take a make-up exam (only one make-up is allowed) during the last week of class. Make-up exams will be taken in the accounting lab. A student who failed to take an exam on the scheduled date must inform the instructor on or before the exam date.

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**Grading System for ACNT 1411**

<table>
<thead>
<tr>
<th>Evaluation of Students:</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Exams (100 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Attendance</td>
<td>160</td>
</tr>
<tr>
<td>Homework</td>
<td>120</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Project</td>
<td>120</td>
</tr>
<tr>
<td>Final Examination</td>
<td>300</td>
</tr>
</tbody>
</table>

990+ points = A  
880-989 points = B  
770-879 points = C  
660-769 points = D  
Below 660 points = F

A grade of W will only be given at the request of the student.

**Course Schedule:** See separate handout

**SCANS Information:**

1. Information: Students will select appropriate data from assignment material to complete homework and project.

2. Reading: Accounting has a unique vocabulary. Students must read
and assimilate data from the text and narrative assignment material in order to understand and communicate information.

3. Arithmetic/Mathematics: Students will perform basic arithmetic operations; use light algebra for solving various equations.

4. Thinking: Students will develop critical thinking skills (analysis, interpretations, and determining a course of action) by participating in problem solving exercises.

Instructor Information

Glenda Upchurch
Office Phone: 686-4208
Office: Room 168 TC
Office Hours: See below
Note: Students are encouraged to contact the instructor at any time.

Business Studies Division Information

Division Dean: Gavin Frantz
Division Secretary: Leslie Montez
Division Office: Room 142 TC
Division Telephone: 685-6447

Glenda Upchurch
686-4208 office
686-4212 lab
168 TC
upchurch@midland.edu

FALL 2007 OFFICE HOURS

10:00 a.m. - 1:00 p.m. Monday & Wednesday
2:00 p.m. - 6:00 p.m. Monday & Wednesday
10:00 a.m. – 2:00 p.m. Friday
10:00 a.m. - 12:00 p.m. Tuesday & Thursday
2:30 p.m. - 6:00 p.m. Tuesday & Thursday

FALL TEACHING SCHEDULE

ACNT 1411 (1:00 p.m. - 2:20 p.m.) TR room 147 TC

ACCOUNTING LAB

The accounting lab is located in TC 170. The hours for the lab are:
8:00 a.m. to 10:00 p.m. Monday through Thursday
10:00 a.m. to 2:00 p.m. Friday and Saturday