

Midland College
ACCT 1411 Syllabus
INTRODUCTION TO COMPUTERIZED ACCOUNTING
3 lecture hours and 3 lab hours

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Course Description:

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 or permission of the Instructor or Department Chair.

Text, References, and Supplies:

1. Villani, Kathleen and Rosa, James B.: Computerized Accounting with QuickBooks Pro 2012, Paradigm, CURRENT EDITION (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. A flash drive

Participation Statement:

For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Students Learning Outcomes

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.
3. Set up and maintain Chart of Accounts, Vendors, Customers, Items, Employee, and Payroll Item Lists.
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

Competencies Purpose and/or sample real life applications:

Projects Used throughout the course:

1. Back up and restore QuickBooks files
2. To understand the importance of saving and restoring files in the regular course of business
3. Enter transactions into the appropriate windows in QuickBooks
4. To understand the process of correctly entering data into the software program
5. Create, set up, and customize a new company file in QuickBooks
6. To illustrate how a business new to QuickBooks would use its data in the software
7. A project will be assigned which will require the student to create a new company. Then, the student will enter transactions for the business.
8. Identify effective internal control procedures
9. To illustrate the importance of internal control
10. To identify those who are responsible To develop internal control procedures
11. View, customize, and print financial reports

12. To understand how QuickBooks uses data to create reports
13. Export financial information into Excel from QuickBooks
14. To understand how to export financial information into Excel for businesses who need to use Excel to
15. provide reports to its users

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. Attending all class sessions.
3. Is punctual
4. Exhibits cooperative behavior in class
5. Not using ear phones, cell phones, and beepers in class.
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: A lab is included with this class. You are required to attend the scheduled labs.

Missed Exams: 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.

Course Schedule: This class meets for 3 lecture hours per week. A detailed schedule will be provided on the first day of class.

Scholastic Dishonesty and Academic Misconduct

Cheating: The deliberate use of unauthorized materials and/or actions or fraudulent acquisition in order to obtain information for an examination or assignment.

Plagiarism: Appropriation, buying, receiving as a gift, or obtaining by any means, another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit.

Collusion: The unauthorized collaboration with another person in preparing written work offered for credit or collaboration with another person to commit a violation of the rules of scholastic dishonesty.

Penalties: The instructor has the primary responsibility for recommending the penalties for any type of scholastic dishonesty described in the Catalog and Handbook.

These penalties include:

- Failure of the test/assignment.
- Failure of the course.
- Recommendation for disciplinary action, including institutional suspension or dismissal.

Evaluation of Students:

Performance will be measured according to established grading standards by major exams, homework, quizzes, projects, and a final examination.

A grade of W will only be given at the request of the student. Please review the withdrawal policy in the Midland College Catalog. The official withdrawal date is November 15.

AMERICANS WITH DISABILITIES ACT (ADA)

Any student who because of disabling condition may require some special arrangements in order to meet course requirements should contact the Counselor/Disability Specialist at 432-685-4505 as soon as possible. The Counselor/Disability Specialist is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

Non-discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker

Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 242
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu

Or

Natasha Morgan

Human Resources/Payroll Director
3600 N. Garfield, PAD 104
Midland, Texas 79705
(432) 685-4534
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the [Office of Civil Rights website](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Instructor Information:

Instructor:

Office Phone:

Office Hours:

Office room:

E-mail

Division Information:

Division Dean: Dr. Frank De La O

Office phone: 685-6812

Division Secretary: Angelina Dolaptchieva

Office phone: 685-6830

Division Office: MHAB #175