



**ACCT 1115 Computerized Accounting  
COURSE SYLLABUS  
Online  
Fall Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20046

Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: 8-11:30 am; 1-5 pm noon M/T/R

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: 8-11:30 am; 1-5 pm noon W

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Computerized Accounting with QuickBooks Pro, Villani, Paradigm (ISBN 978-0-76388-916-6)

Includes access to QuickBooks 2019 and Student eResources

## REQUIRED SUPPLIES & SOFTWARE

Reliable access to internet, Microsoft Excel, and Microsoft Word. Textbook includes free access to QuickBooks Software and Student eResources.

Calculator (no special requirements as long as it will add, subtract, multiply and divide), earbuds, pencil.

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print homework assignments.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. **Mozilla Firefox is the recommended browser. Please do NOT use Internet Explorer.**

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave; Quicktime; Windows Media; Microsoft Office 2007 or higher.

If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

Emphasizes operation of computerized accounting systems from manual input forms.

## MAJOR COURSE COMPETENCIES

Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical application.

## PREREQUISITE(S)

ACCT 1100, COMP 1000

## COURSE OUTLINE

1. Basic Accounting Procedures-Manual Verses Computerized
2. Perform Accounting Functions for Existing Company in Accounting Software
3. Perform Accounting Functions for New Company in Accounting Software

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

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1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### STUDENT REQUIREMENTS (ONLINE)

- Within the first three days of class ALL online students must:
  - Complete the Pledge Acknowledgement Quiz in the “Getting Started” link.
  - Complete the Student Introduction in the “Getting Started” link.
  - Send your instructor an email from your STC account stating your intentions to take the course. I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. Do not use your personal email account; always use your STC email. See the technology access link in Blackboard if you need help accessing your STC email.
  - Take the syllabus quiz in Blackboard and score 100%.
- Online students are responsible for checking e-mails and Blackboard announcements DAILY. It's my only means of communication with you. It only takes a few minutes.
- See Technology Access sheet for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.
- Students are expected to complete all assignments (homework, tests, discussion boards, and other assignments) by the dates specified on the attached lesson plan. Early submissions are accepted. Chapter and case assignments must be completed by the date specified; assignments may be submitted early. Homework assignments will not be graded after the due date resulting in a zero (0).
- Discussion boards must be completed by the date specified; assignments may be submitted early. Discussion boards will not be graded after the due date resulting in a zero (0).
- End of chapter case problems serve as tests in that they are used to reinforce the concepts covered in the chapter. So make sure you understand the chapter work before you begin the case problems.
- Objective tests must be completed by the date specified on the lesson plan. Tests are posted for a week in Blackboard; there are no makeup tests, and students who miss a test will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have Internet problems with your computer because no make-up tests are allowed, and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted. Check your email for instructor response to a request for a test reset. If you do not check your email for the instructor response and miss the deadline provided, you will receive a grade of zero.
- Any zeros recorded for missed assignments, discussion boards, and tests will be included in the final score calculation.
- At the end of EACH chapter, complete Key Concepts matching. Create a Microsoft Word document. Make sure your name is on your document. Please type 1-10 and the letter answers only. These should be submitted in the Blackboard drop box for the appropriate chapter.
- If your score is less than 100 on a QuickBooks Case Problem (Case 1 Lynn’s Music Studio and/or Case 2 Olivia’s Web Solutions), you must make corrections to the applicable QuickBooks file and re-export your journal ONLY to Excel for re-submission in the appropriate chapter’s corrections drop box by the next week's deadline. There is only one drop box for each chapter’s corrections, but you can drop in two Excel files if you made corrections to both cases. This will be the routine you will follow for each chapter:
  - Check your grades in the grade book
  - Read the comments regarding corrections.

- Contact instructor if you have questions.
- Make the corrections in QuickBooks
- Re-export the journals ONLY to Excel, and
- Submit in the corrections drop box for that particular chapter.
- Your original grade will **not** improve when you submit corrections. BUT failure to submit corrections by the next week's deadline will result in a 10-point reduction in your original grade. As humans we are going to make plenty of mistakes, so it's important that we know HOW to correct them in QuickBooks. We don't want to focus on merely submitting "something" by the deadline; we need to learn how to correct our errors. Please make sure you make corrections ASAP **before** starting the next chapter's assignments—while it's fresh on your mind.
- If you do not submit any or all computer assignments for a chapter, your score is a zero for each particular assignment. There will be 33 computer assignments (3 assignments for 11 chapters) this semester. So although one missed assignment with a grade of zero might not have a huge impact on your grade, you don't want to continue the practice of not meeting the deadlines. There are also 12 chapters of Key Concepts (only 10 matching questions) to complete this semester. These grades should be 100--so please take the time to carefully, read and complete your key concepts matching.
- Many students look at Blackboard as just a platform to submit their assignments and take tests. But I have spent a considerable amount of time preparing demonstrations of my working through the Kristin examples in each of the chapters and have included a specific list of what to submit for Kristin, Lynn, and Olivia each chapter. Please take advantage of this information provided. If you do your work without referring to Blackboard until you go to submit your work, it's too late to take advantage of the tools provided.
- Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on **Monday** of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.
- Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3750 during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on **Monday** of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact

of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned. **The 65% point for this semester is Tuesday, October 22.**

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

### **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

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## PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

## PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times:**

**Vidalia Campus, Wednesday, November 13 at 9 am in the Gillis Medical Building Room 839**

**Swainsboro Campus, Thursday, November 14 at 9 am in Building 2, Room 2113.**

**The required proctored event for this class will consist of a proctored production exam covering QuickBooks Chapters 1 thru 10. The proctored exam is listed in the lesson plan under Week 14. See the proctored exam announcement in Blackboard for more details regarding the proctored exam.**

Please send your instructor an email by noon Monday, November 11 to schedule which of these dates you will take your proctored exam.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

**ALL** required work must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE**. A grade of zero will be given for any late assignment (assignments, tests, and discussion boards). Any zeros recorded will be included in the final score calculation. Refer to Student Requirements section of this syllabus for more details.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

Assessment/Assignment	Percentage
Case Problems/Tests	45%
Objective Tests	20%
Proctored Exam	20%
Key Concepts	10%
Discussion Board	5%

**GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## ACCT 1115 Computerized Accounting

### Fall Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 1 August 13-19	Chapter 1	<p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• Print and read the ACCT 1115 Course Syllabus/Lesson Plan</li> <li>• Read all of the items under the <i>"Getting Started"</i> link.</li> <li>• Complete the Pledge Acknowledgment Quiz in the <i>"Getting Started"</i> link by <b>11:55 pm, Thursday, August 15.</b></li> <li>• Post the Student Introduction in the <i>"Getting Started"</i> link by <b>11:55 pm, Thursday, August 15.</b></li> <li>• Send your instructor an email from your <u>STC account</u> by <b>11:55 pm, Thursday, August 15</b> stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. See the technology access link in Blackboard if you need help accessing your STC email.</li> </ul> <p>Read Chapter 1. This is an introductory chapter; there is no computer work for students to complete and turn in for Chapter 1.</p> <p><b>Due by 11:55 pm 8/19:</b></p> <p><b>Chapter 1 Key Concepts</b></p> <p><b>In a Microsoft Word document, complete Chapter 1 Key Concepts. (Please type 1-10 and the letter answers only for this and future chapters.)</b></p>	1 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 2 August 20-26	Chapter 2	<p>Vendors: Enter Bills, Pay Bills, &amp; Write Checks</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p><b>Please note QuickBooks defaults to the <u>computer system date</u> (the current date) when entering transactions. Make sure your transactions are dated <u>using the dates</u> given in the text—not the current calendar date that you’re completing the work. For example, you might be working today---an August date, but the book example might be for the month of April 2021. You must key the April 2021 date---QuickBooks doesn’t automatically know the date of the transaction in the book. This is important! Your monthly reports that you turn in will be incorrect if you entered the transactions in the wrong month.</b></p> <p>Access the Blackboard links for the following handouts posted under Lessons, Chapter 2 folder in Blackboard:</p> <ul style="list-style-type: none"> <li>○ Installing QuickBooks &amp; Accessing the Student Files</li> <li>○ Getting Started in Chapter 2</li> <li>○ Exporting Reports from QuickBooks to Excel</li> <li>○ Behind the Scenes: Chapter 2 Journal Entries Created by QuickBooks</li> </ul> <p><b>Due by 11:55 pm, 8/26:</b></p> <ul style="list-style-type: none"> <li>• Chapter 2 Kristin Raina work</li> <li>• Chapter 2 Key Concepts</li> <li>• Chapter 2 Case Problems 1 &amp; 2</li> <li>• Chapters 1-3 Test available 8/26-9/3</li> </ul>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 3 August 27- September 3	Chapter 3	<p>Customers: Create Invoices, Receive Payments, Enter Sales Receipts, and Make Deposits</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> <li>• Access the Blackboard links for Behind the Scenes: Chapter 3 Journal Entries Created by QuickBooks posted under Lessons, Chapter 3 folder in Blackboard</li> </ul> <p><b>Due by 11:55 pm, 9/3:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 2 Corrections</b></li> <li>• <b>Chapter 3 Kristin Raina work</b></li> <li>• <b>Chapter 3 Key Concepts</b></li> <li>• <b>Chapter 3 Case Problems 1 &amp; 2</b></li> <li>• <b>Chapters 1-3 Objective Test.</b></li> <li>• <b>Discussion Board 1</b></li> </ul> <p><b>Note—this week’s due date is on Tuesday due to the Labor Day Holiday on Monday, September 2.</b></p>	1,2 c
Week 4 September 3-9	Chapter 4	<p>Period-End Procedures: Make General Journal Entries</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p><b>Due by 11:55 pm, 9/9:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 3 Corrections</b></li> <li>• <b>Chapter 4 Kristin Raina work</b></li> <li>• <b>Chapter 4 Key Concepts</b></li> <li>• <b>Chapter 4 Case Problems 1 &amp; 2</b></li> <li>• <b>Chapters 4 &amp; 5 Test available 9/9-9/16</b></li> </ul>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 5 September 10-16	Chapter 5	<p>Inventory: Receive Items, Sell Items, Process Sales Discounts, Adjust Quantity/Value on Hand, and Pay Sales Tax</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> <li>• See Behind the Scenes: Chapter 5 Journal Entries Created by QuickBooks posted under Lessons, Chapter 5 folder in Blackboard.</li> </ul> <p><b>Due by 11:55 pm 9/16:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 4 Corrections</b></li> <li>• <b>Chapter 5 Kristin Raina work</b></li> <li>• <b>Chapter 5 Key Concepts</b></li> <li>• <b>Chapter 5 Case Problems 1 &amp; 2</b></li> <li>• <b>Chapters 4 &amp; 5 Objective Test</b></li> </ul>	1,2 c
Week 6 September 17-23	Chapter 6	<p>New Company Setup: EasyStep Interview</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See <i>Chapter 6 Alerts</i> handout provided under Lessons, Chapter 6 folder in Blackboard.</p> <p><b>Due by 11:55 pm 9/23:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 5 Corrections</b></li> <li>• <b>Chapter 6 Kristin Raina work</b></li> <li>• <b>Chapter 6 Key Concepts</b></li> <li>• <b>Discussion Board 2</b></li> </ul>	3 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 7 September 24-30	Chapter 6	<p>New Company Setup: EasyStep Interview</p> <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See <i>Chapter 6 Alerts</i> handout provided under Lessons, Chapter 6 folder in Blackboard.</p> <p>Students are not required to enter the <u>addresses and phone numbers</u> of customers and vendors when completing chapter work or case problems.</p> <p><b>Due by 11:55 pm 9/30:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 6 Case Problem 1</b></li> <li>• <b>Discussion Board 3</b></li> </ul>	3 c
Week 8 October 1- 7	Chapter 6	<p>New Company Setup: EasyStep Interview</p> <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See <i>Chapter 6 Alerts</i> handout provided under Lessons, Chapter 6 folder in Blackboard.</p> <p>Students are not required to enter the addresses and phone numbers of customers and vendors when completing chapter work or case problems.</p> <p><b>Due by 11:55 pm 10/7:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 6 Case Problem 2</b></li> </ul>	3 C

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 9 October 8-14	Chapter 7	<p>New Company Setup --An Alternative: Skip EasyStep Interview</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See <i>Chapter 7 Alerts</i> handout provided under Lessons, Chapter 7 folder in Blackboard.</p> <p>Students are not required to enter the addresses and phone numbers of customers and vendors when completing chapter work or case problems.</p> <p>These are the same customers and vendors we set up in Chapter 6, we are simply using a different set up method.</p> <p><b>Due by 11:55 pm 10/14:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 6 Corrections</b></li> <li>• <b>Chapter 7 Kristin Raina work</b></li> <li>• <b>Chapter 7 Key Concepts</b></li> <li>• <b>Discussion Board 4</b></li> </ul> <p><b>Chapters 6-7 Test available 10/14 – 10/21</b></p>	3 c
		<p><b>Note: Students who withdraw on or before Tuesday, October 22 receive a grade of "W"</b></p>	
Week 10 October 15-21	Chapter 7	<p>New Company Setup—An Alternative: Skip EasyStep Interview</p> <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See <i>Chapter 7 Alerts</i> handout provided under Lessons, Chapter 7 folder in Blackboard.</p> <p>Students are not required to enter the addresses and phone numbers of customers and vendors when completing chapter work or case problems.</p> <p>These are the same customers and vendors we set up in Chapter 6, we are simply using a different set up method.</p> <p><b>Due by 11:55 pm 10/21:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 7 Case Problems 1 &amp; 2</b></li> <li>• <b>Chapters 6 &amp; 7 Objective Test</b></li> </ul>	3 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 11 October 22-28	Chapter 8	Payroll Setup Read the chapter. <ul style="list-style-type: none"> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> <li>• See Payroll Setup handout provided in Lessons, Chapter 8 folder in Blackboard.</li> </ul> <b>Due by 11:55 pm 10/28:</b> <ul style="list-style-type: none"> <li>• Chapter 7 Corrections</li> <li>• Chapter 8 Kristin Raina work</li> <li>• Chapter 8 Key Concepts</li> <li>• Case Problems 1 &amp; 2</li> </ul> <b>Chapters 8 &amp; 9 Objective Test available 10/28-11/4</b>	1,2 c
Week 12 October 29- November 4	Chapter 9	Payroll Processing: <ul style="list-style-type: none"> <li>• Pay Employees, Pay Payroll Liabilities, and Process Payroll Forms</li> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <b>Due by 11:55 pm 11/4:</b> <ul style="list-style-type: none"> <li>• Chapter 8 Corrections</li> <li>• Chapter 9 Kristin Raina work</li> <li>• Chapter 9 Key Concepts</li> <li>• Chapter 9 Case Problems 1 &amp; 2</li> <li>• Chapters 8 &amp; 9 Objective Test</li> </ul>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 13 November 5-11	Chapter 10	<p>Banking: Transfer Funds, Reconcile Accounts, and Enter Credit Card Charges</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p>IMPORTANT NOTE: Detailed reconciliation reports should be exported to Excel as you go along--immediately. It won't allow you to export them later.</p> <p><b>Due by 11:55 pm 11/11:</b></p> <ul style="list-style-type: none"> <li>• Chapter 9 Corrections</li> <li>• Chapter 10 Kristin Raina work</li> <li>• Chapter 10 Key Concepts</li> <li>• Chapter 10 Case Problems 1 &amp; 2</li> <li>• Discussion Board 5</li> </ul> <p><b>Please send your instructor an email by noon Monday, November 11 to schedule which of these dates you will take your proctored exam.</b></p>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 14 November 12-18	Chapter 11	<p><b>Take the Proctored Exam on Chapters 1-10 in person:</b>  <u><b>Wednesday, November 13 at 9 am on the Vidalia Campus, Gillis Building, Room 839</b></u>  <b>OR</b>  <u><b>Thursday, November 14 at 9 am on the Swainsboro Campus, Building 2, Room 2113</b></u></p> <p>See proctored event information in this syllabus and in Blackboard announcements for more information regarding the proctored exam.</p> <p>Jobs &amp; Time Tracking: Record Job Income, Record Job Payroll Expenses, and Track Time for Employees and Jobs  Please take your time entering the timesheets. Any error here will carry over to the invoices and the reports. You do not have to submit the customer statements you created. There are only 3 jobs, so your possible scores for the assignment are 100 (all 3 are correct), 67 (2 of 3 is correct), 33 (1 of 3 is correct), or 0 (none of the 3 are correct)</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p><b>Due by 11:55 pm 11/18:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 10 Corrections</b></li> <li>• <b>Chapter 11 Kristin Raina work</b></li> <li>• <b>Chapter 11 Key Concepts</b></li> <li>• <b>Chapter 11 Case Problems 1 &amp; 2</b></li> </ul> <p><b>Chapters 10 - 12 Objective Test available 11/18-12/2</b></p>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 15 November 19- December 2	Chapter 12	<p>Customizing Your Company</p> <p>File: Reports, Graphs, Subaccounts, Invoices, Letters, and Memorized Transactions</p> <ul style="list-style-type: none"> <li>• Read the chapter.</li> <li>• Log in to Blackboard and view the chapter hands-on demonstration.</li> <li>• Work thru the chapter, applying the objectives taught in the demonstration.</li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>• Make sure you start with a SERVICE INVOICE, not a PRODUCT INVOICE.</li> <li>• Also, please note the hint on page 12-23. Your column order changes may not take effect the first time. But if you keep working with it, you will have success!</li> </ul> <p>When directed to print an invoice, simply click file, save as pdf—this way you'll have something to submit to the drop box.</p> <p><b>Due by 11:55 pm 12/2:</b></p> <ul style="list-style-type: none"> <li>• Chapter 11 Corrections</li> <li>• Chapter 12 Kristin Raina work (3 invoices)</li> <li>• Chapter 12 Key Concepts</li> <li>• Chapter 12 Case Problems 1 &amp; 2 (3 invoices each)</li> <li>• Chapters 10-12 Objective Test</li> </ul>	1,2 c

**COMPETENCY AREAS:**

1. Basic Accounting Procedures-Manual Verses Computerized
2. Perform Accounting Functions for Existing Company in Accounting Software
3. Perform Accounting Functions for New Company in Accounting Software

**GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment <u>if</u> the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.