



**ACCT 1115 Computerized Accounting  
COURSE SYLLABUS  
Online  
Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750

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

Class Meets: Via Internet for 15 weeks

Course Reference Number: 40008

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

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Lori Sweat

Office Location: Swainsboro Campus, Building 2, Room 2114;

Vidalia Campus, Gillis Medical Building, Room 837

Office Hours: Swainsboro 7:15-8 am and 1:30-5:15 pm Tuesday/Thursday

Vidalia 7:15-8 am and 2:30-3:30 Monday/Wednesday

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

Phone: 478-289-2223 Swainsboro; 912-538-3100, Extension 2223 Vidalia

Fax Number: 478-289-2276 Swainsboro; 912-538-3106 Vidalia

**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 2015, Villani, Paradigm (ISBN 978-0-76386-517-7)

Includes 180 day access to QuickBooks 2015 and Student eResources

**REQUIRED SUPPLIES & SOFTWARE**

Reliable access to internet, Microsoft Excel, and Microsoft Word. Textbook includes 180 days access to QuickBooks Software and Student eResources. Internet browser should be IE 7 or higher or Mozilla Firefox 2.0 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.

## 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:

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)

The student is expected to complete all work on the attached lesson plan.

- Within the first three days of class ALL online students must:
  - Pledge in Blackboard that they have read and understand the STC Catalog within the first three days of class.
  - Post an introduction in Blackboard.
  - Send instructor an email stating their intentions to take this online course.
- Online students are responsible for checking e-mails and Blackboard announcements DAILY.
- To log in to Blackboard.
  - Go to the STC website: [Southeastern Technical College Home Page \(www.southeasterntech.edu\)](http://www.southeasterntech.edu),
  - Or go to [My Southeastern Tech my.southeasterntech.edu](http://my.southeasterntech.edu)
  - Login to mySTC using the student id number and BANNERWEB pin number.
  - Click the Blackboard Icon.
  - Or go to [Southeastern Tech's Blackboard Home Page https://southeasterntech.blackboard.com](https://southeasterntech.blackboard.com)
  - Username is 43\_9XXXXXXXXX and password is 43\_9XXXXXXXXX unless you have changed it
- 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).
- Tests must be completed by the date specified. Tests are posted for a week; 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.

- Any zeros recorded will be included in the final score calculation.

### **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 midnight on Tuesday 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.

### **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **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 advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) The 65% point for spring semester is March 19.

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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

### **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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another Southeastern Technical College employee. 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 further 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, students must make arrangements with the instructor to makeup/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 will receive an "F" (Failing 0-59) in the course.**

As published on Southeastern Technical College's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other Technical College System of Georgia (TCSG) colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class will consist of a proctored production exam covering QuickBooks Chapters 1 thru 10. This proctored exam will be given Wednesday, April 18 on the Vidalia Campus, Gillis Medical Building, Room 839 at 1:30 pm and Thursday, April 19 on the Swainsboro Campus, Building 2, Room 2113 at 1:30 pm. The proctored exam is listed in the lesson plan under Week 14.**

Please send your instructor an email by noon Monday, April 16 to schedule which of these dates you will take your proctored exam.

### **MAKEUP GUIDELINES**

**ALL** assignments 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.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@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	45%
Objective Tests	20%
Proctored Exam	20%
Key Concepts	10%
Discussion Board	5%

## GRADING SCALE

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

**ACCT 1115 Computerized Accounting  
Spring Semester 2018 Lesson Plan**

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 1 Jan 8-16	Chapter 1	<p><b><u>To Do:</u></b></p> <p>In Blackboard (ACCT 1115 Syllabus/Lesson Plan link)</p> <ul style="list-style-type: none"> <li>• Print and read the ACCT 1115 Course Syllabus/Lesson Plan</li> </ul> <p>In Blackboard (Getting Started link)</p> <ul style="list-style-type: none"> <li>• Read all of the “<i>Start Here Items</i>” under the “<i>Getting Started</i>” Academic Dishonesty, Attendance Policy, and Online Course Orientation</li> <li>• Completed the Pledge Quiz in the “<i>Getting Started</i>” link by <b>midnight, Wednesday, January 10.</b></li> <li>• Post a brief introduction of yourself in the “<i>Getting Started</i>” link by <b>midnight, Wednesday, January 10.</b></li> <li>• Send your instructor an STC email stating your intentions to take the course by <b>midnight, Wednesday, January 10.</b></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>Due in appropriate drop box by midnight 1/16:</p> <p>Chapter 1 Key Concepts</p> <p>In a Microsoft Word document, complete Chapter 1 Key Concepts. (Please type 1-10 and the letter answers only for this and future chapters.)</p>	1 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 2 Jan 17-23	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 June. You must key the June date---QuickBooks doesn’t automatically know that we’re working in June.</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>Due in appropriate drop box by midnight, 1/23: Chapter 2 Kristin Raina work Key Concepts Case Problems 1 &amp; 2</p>	1,2 c



Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 3 Jan 24-30	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>Due in appropriate drop box by midnight, 1/30:            Chapter 3 Kristin Raina work            Key Concepts            Case Problems 1 &amp; 2            Chapters 1-3 Objective Test.</p> <p>Also: Complete and post response to Discussion Board 1, and reply to one other student's post by midnight 1/30.</p>	1,2 c
Week 4 Jan 31- Feb 6	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>Due in appropriate drop box by midnight, 2/6:            Chapter 4 Kristin Raina work            Key Concepts            Case Problems 1 &amp; 2</p>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 5 Feb 7-13	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>Due in appropriate drop box by midnight 2/13:            Chapter 5 Kristin Raina work            Key Concepts            Case Problems 1 &amp; 2            Chapters 4 &amp; 5 Objective Test</p>	1,2 c
Week 6 Feb 14-20	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>Due in appropriate drop box by midnight 2/20:            Chapter 6 Kristin Raina work            Key Concepts</p> <p>Also: Complete and post response to Discussion Board 2, and reply to one other student's post by midnight 2/20.</p>	3 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
<p>Week 7 Feb 21-27</p>	<p>Chapter 6</p>	<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 Case Problem 1.</p> <p>Due in appropriate drop box by midnight 2/27: Chapter 6 Case Problem 1</p> <p>Also: Complete &amp; post response to Discussion Board 3 &amp; reply to one other student's post by midnight 2/27.</p>	<p>3 c</p>
<p>Week 8 Feb 28- Mar 6</p>	<p>Chapter 6</p>	<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 Case Problem 2.</p> <p>Due in appropriate drop box by midnight 3/6: Chapter 6 Case Problem 2</p>	<p>3 c</p>

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 9 Mar 7-13	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 re-enter the addresses and phone numbers of customers and vendors when completing working through the chapter. These are the same customers and vendors we set up in Chapter 6, we are simply using a different set up method.</p> <p>Due in appropriate drop box by midnight 3/13: Chapter 7 Kristin Raina work</p> <p>Key Concepts</p> <p>Also: Complete &amp; post response to Discussion Board 4 topic &amp; reply to one other student's posts by midnight 3/13.</p>	3 c
		<p><b>Note: Students who withdraw on or before Monday, March 19 receive a grade of "W"</b></p>	
Week 10 Mar 14-20	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>Due in appropriate drop box by midnight 3/20: Chapter 7 Case Problems 1 &amp; 2 Chapters 6 &amp; 7 Objective Test</p> <p>Students are not required to enter the addresses and phone numbers of customers and vendors when completing Case Problems 1 &amp; 2.</p>	3 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 11 Mar 21-27	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> Due in appropriate drop box by midnight 3/27: Chapter 8 Kristin Raina work Key Concepts Case Problems 1 & 2	1,2 c
Week 12 Mar 28- Apr 10	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> Due in appropriate drop box by midnight 4/10: Chapter 9 Kristin Raina work Key Concepts Case Problems 1 & 2 Chapters 8 & 9 Objective Test	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 13 Apr 11-17	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>Due in appropriate drop box by midnight 4/17:            Chapter 10 Kristin Raina work            Key Concepts            Case Problems 1 &amp; 2</p> <p>Also: Complete &amp; post response to Discussion Board 5 &amp; reply to one other student's post by midnight 4/17.</p> <p>Please contact your instructor by STC email on or before noon Monday, April 16 to arrange a specific day and time you will come to take the proctored exam.</p>	1,2 c
Week 14 Apr 18-24	Chapter 11	<p>Take the Proctored Exam on Chapters 1-10 in person:  <u>Wednesday, April 18 at 1:30 pm on the Vidalia Campus, Gillis Building, Room 839</u>  <u>OR</u>  <u>Thursday, April 19 at 1:30 pm on the Swainsboro Campus, Building 2, Room 2113</u></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.</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>Due in appropriate drop box by midnight 4/24:            Chapter 11 Kristin Raina work            Key Concepts            Case Problems 1 &amp; 2</p>	1,2 c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 15 Apr 25- May 1	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>Important:</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>Due in appropriate drop box by midnight 5/1: Chapter 12 Kristin Raina work (3 invoices)</p> <p>Key Concepts Case Problems 1 &amp; 2 (3 invoices each)</p> <p>Chapters 10-12 Objective Test due by midnight 5/1</p>	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

Number of discussion posts	Number 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 students' post will be given a 100 on the assignment if 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 an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' 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.
0	1	50	Students who only respond to a classmate's discussion 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.
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.