

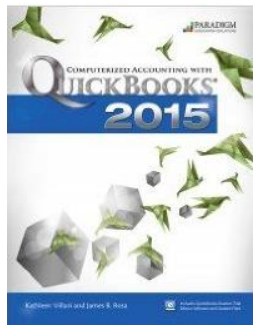


**ACCT 1115
COMPUTERIZED ACCOUNTING
COURSE SYLLABUS
Online
Spring Semester 2017**

Semester: Spring 2017
Course Title: Computerized Accounting
Course Number: ACCT 1115
Credit Hours/ Minutes: 3 / 3750
Class Location: GVTC/Blackboard
Class Meets: 40018

Instructor: Lori L. Sweat
Office Hours: Vidalia 1-3:30 pm M/W
 Swainsboro 7:15-8 am T/R, 1:30-5:30 pm T/R
Office Location: Room 837, Gillis Medical Building, Vidalia
 Room 2114 Building 2, Swainsboro
Email Address: lsweat@southeasterntech.edu
 This email address is the preferred method of contact
Phone: 478-289-2223 or 912-538-3100, Extension 2223
FAX Number: 478-289-2214 Sboro; 912-538-3106 Vidalia

REQUIRED TEXTS: 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.

If you do not have Excel and Word and/or home 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 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.

PREREQUISITES: ACCT 1100, COMP 1000

COURSE OUTLINE:

1. Company Creation
2. Chart of Accounts
3. Customers Transactions
4. Vendors Transactions
5. Banking Activities
6. Merchandise Inventory
7. Employees and Payroll
8. Financial Reports

GENERAL EDUCATION CORE COMPETENCIES: 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 STC email stating their intentions to take this online course. Student profile, policy acknowledgement, and honor policy should be attached to this email.
- **Online students are responsible for checking e-mails and Blackboard announcements DAILY.**
- **To log in to Blackboard.**
 - Go to the STC website: www.southeasterntech.edu; click on mySTC
 - Or go to <https://my.southeasterntech.edu>
 - Login to mySTC using the student id # and bannerweb pin#.
 - Click the Blackboard Icon.
- 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).**

- Exams must be completed by the date specified. Exams are posted for a week; there are no makeup exams, and students who miss an exam 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 exams 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 exam 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.
- Class participation is required for successful completion of the course.
- Students are responsible for policies and procedures included in the STC Catalog.

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 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, 912-538-3126, hthomas@southeasterntech.edu 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, (912) 538-3126, hthomas@southeasterntech.edu.

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” 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 Monday, March 20.**

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. 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 STC 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 under the Proctoring Tab 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 in the course.**

As published on STC'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 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 12 on the Vidalia Campus, Gillis Building, Room 839 at 1 pm and Thursday, April 13 on the Swainsboro Campus, Building 2, Room 2113 at 1 pm. The proctored exam is listed in the lesson plan under Week 14. You may come either day, either location that is convenient for you.

Please send your instructor an email by noon Monday, April 10 to schedule which of these dates you will take your proctored exam.

MAKEUP GUIDELINES: All assignments (tests, discussion boards, practice set) 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**. The weekly assignment folder in BLACKBOARD will no longer be available after midnight on the due dates. A grade of zero will be given for any late assignment. Any zeros recorded will be included in the final score calculation.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY:

Case Problems	45%
Objective Tests	20%
Proctored Exam	20%
Key Concepts	10%
Discussion Board	5%
	100%

GRADING SCALE:

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

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.

**ACCT 1115 Computerized Accounting
Spring Semester 2017 Lesson Plan**

Schedule and assignments are tentative and subject to change with notice

Date	Chapter	Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 1 Jan 9-17	Chapter 1	<ul style="list-style-type: none"> • Read the following: <ul style="list-style-type: none"> ○ Academic Dishonesty, Attendance Policy, and Online Course Orientation (located under the "<u>Required Reading</u>" Link) ○ Course Syllabus (located under the "<u>Course Work</u>" link) • In Blackboard : <ul style="list-style-type: none"> ○ Post <u>Pledge</u> of understanding in the "<u>Getting Started</u>" link by midnight, Wednesday, January 11. By pledging, you are acknowledging that you understand the requirements of this course. ○ Post a brief introduction of yourself in the "<u>Getting Started</u>" link by midnight, Wednesday, January 11. ○ Send your instructor an STC email stating your intentions to take the course online by midnight, Wednesday, January 11. Email the <i>Spring Semester Student Information & Policies Acknowledgment forms</i> to instructor by midnight, Wednesday, January 11. (located in the link under Getting Started) • Read Chapter 1. This is an introductory chapter; there is no computer work for students to complete and turn in for Chapter 1. <p>Due in appropriate drop box by midnight 1/17:</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>	*1,2,3,5,6 **c

Week 2 Jan 18-24	Chapter 2	<p>Vendors: Enter Bills, Pay Bills, & Write Checks</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <p>Please note (for now and future reference) that 2017 dates are utilized in the textbook; please use 2017 dates. Also, QuickBooks defaults to the computer system date when entering transactions. Make sure your transactions are dated using the dates given in the text—not the current calendar date that you’re completing the work.</p> <ul style="list-style-type: none"> • Access the Blackboard links for the following handouts posted under Lessons, Chapter 2 folder in Blackboard: <ul style="list-style-type: none"> ○ Installing QuickBooks & Accessing the Student Files ○ Getting Started in Chapter 2 ○ Exporting Reports from QuickBooks to Excel ○ Behind the Scenes: Chapter 2 Journal Entries Created by QuickBooks <p>Due in appropriate drop box by midnight, 1/24:</p> <p>Chapter 2 Kristin Raina work</p> <p>Key Concepts</p> <p>Case Problems 1 & 2</p>	*4,8 **c
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<p>Week 3 Jan 25-31</p>	<p>Chapter 3</p>	<p>Customers: Create Invoices, Receive Payments, Enter Sales Receipts, and Make Deposits</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. • Access the Blackboard links for Behind the Scenes: Chapter 3 Journal Entries Created by QuickBooks posted under Lessons, Chapter 3 folder in Blackboard <p>Due in appropriate drop box by midnight, 1/31: Chapter 3 Kristin Raina work Key Concepts Case Problems 1 & 2 Chapters 1-3 Objective Test. Also: Complete and post response to Discussion Board 1, and reply to two other students' posts by midnight 1/31.</p>	<p>*3,8 **c</p>
<p>Week 4 Feb 1-7</p>	<p>Chapter 4</p>	<p>Period-End Procedures: Make General Journal Entries</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <p>Due in appropriate drop box by midnight, 2/7: Chapter 4 Kristin Raina work Key Concepts Case Problems 1 & 2</p>	<p>*8 **c</p>

Week 5 Feb 8-14	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"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. • See Behind the Scenes: Chapter 5 Journal Entries Created by QuickBooks posted under Lessons, Chapter 5 folder in Blackboard. <p>Due in appropriate drop box by midnight 2/14: Chapter 5 Kristin Raina work Key Concepts Case Problems 1 & 2 Chapters 4 & 5 Objective Test</p>	*3,4,6,8 **c
Week 6 Feb 15-21	Chapter 6	<p>New Company Setup: EasyStep Interview</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <p>This is very detailed and time consuming, but very important. Please take your time completing the chapter work. See Chapter 6 Alerts handout provided under Lessons, Chapter 6 folder in Blackboard. Due in appropriate drop box by midnight 2/21: Chapter 6 Kristin Raina work Key Concepts Also: Complete and post response to Discussion Board 2, and reply to two other students' posts by midnight 2/21.</p>	*1,2,3,4,6,8 **c

<p>Week 7 Feb 22-28</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 2/28: Chapter 6 Case Problem 1</p> <p>Also: Complete & post response to Discussion Board 3 & reply to two other students' posts by midnight 2/28.</p>	<p>*1,2,3,4,6,8 **c</p>
<p>Week 8 Mar 1-7</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 2.</p> <p>Due in appropriate drop box by midnight 3/7: Chapter 6 Case Problem 2</p>	<p>*1,2,3,4,6,8 **c</p>

<p>Week 9 Mar 8-14</p>	<p>Chapter 7</p>	<p>New Company Setup --An Alternative: Skip EasyStep Interview</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <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 re-enter the <u>addresses and phone numbers</u> 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 3/14: Chapter 7 Kristin Raina work Key Concepts Also: Complete & post response to Discussion Board 4 topic & reply to two other students' posts by midnight 3/14.</p>	<p>*1,2,3,4,6,8 **c</p>
<p>Note: Students who withdraw on or before Monday, March 20 receive a grade of "W"</p>			
<p>Week 10 Mar 15-21</p>	<p>Chapter 7</p>	<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 3/21: Chapter 7 Case Problems 1 & 2 Chapters 6 & 7 Objective Test</p> <p>Students are not required to enter the <u>addresses and phone numbers</u> of customers and vendors when completing Case Problems 1 & 2.</p>	<p>*1,2,3,4,6,8 **c</p>

Week 11 Mar 22-28	Chapter 8	<p>Payroll Setup</p> <p>Read the chapter.</p> <ul style="list-style-type: none"> Log in to Blackboard and view the chapter hands-on demonstration. Work thru the chapter, applying the objectives taught in the demonstration. See Payroll Setup handout provided in Lessons, Chapter 8 folder in Blackboard. <p>Due in appropriate drop box by midnight 3/28:</p> <p>Chapter 8 Kristin Raina work</p> <p>Key Concepts</p> <p>Case Problems 1 & 2</p>	*7 **C
Week 12 Mar 29-Apr 4	Chapter 9	<p>Payroll Processing:</p> <ul style="list-style-type: none"> Pay Employees, Pay Payroll Liabilities, and Process Payroll Forms Read the chapter. Log in to Blackboard and view the chapter hands-on demonstration. Work thru the chapter, applying the objectives taught in the demonstration. <p>Due in appropriate drop box by midnight 4/4:</p> <p>Chapter 9 Kristin Raina work</p> <p>Key Concepts</p> <p>Case Problems 1 & 2</p> <p>Chapters 8 & 9 Objective Test</p>	*7 **C

<p>Week 13 Apr 5-11</p>	<p>Chapter 10</p>	<p>Banking: Transfer Funds, Reconcile Accounts, and Enter Credit Card Charges</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <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 4/11:</p> <p>Chapter 10 Kristin Raina work</p> <p>Key Concepts</p> <p>Case Problems 1 & 2</p> <p>Also: Complete & post response to Discussion Board 5 & reply to two other students' posts by midnight 4/11.</p> <p>Please contact your instructor by STC email on or before noon Monday, April 10 to arrange a specific day and time you will come to take the proctored exam.</p>	
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<p>Week 14 Apr 12-18</p>	<p>Chapter 11</p>	<p>Take the Proctored Exam on Chapters 1-10 in person: <u>Wednesday, April 12 at 1 pm on the Vidalia Campus, Gillis Building, Room 839</u> <u>OR</u> <u>Thursday, April 13 at 1 pm on the Swainsboro Campus, Bldg 2, Room 2113</u></p> <p>Jobs & Time Tracking: Record Job Income, Record Job Payroll Expenses, and Track Time for Employees and Jobs</p> <p>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">• Read the chapter.• Log in to Blackboard and view the chapter hands-on demonstration.• Work thru the chapter, applying the objectives taught in the demonstration. <p><u>Due in appropriate drop box by midnight 4/18:</u> <u>Chapter 11 Kristin Raina work</u> <u>Key Concepts</u> <u>Case Problems 1 & 2</u></p>	<p>*1,2,3,4,5 ,6,7,8 **c</p>
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Week 15 Apr 19-25	Chapter 12	<p>Customizing Your Company File: Reports, Graphs, Subaccounts, Invoices, Letters, and Memorized Transactions</p> <ul style="list-style-type: none"> • Read the chapter. • Log in to Blackboard and view the chapter hands-on demonstration. • Work thru the chapter, applying the objectives taught in the demonstration. <p>Important:</p> <ul style="list-style-type: none"> • Make sure you start with a SERVICE INVOICE, not a PRODUCT INVOICE. • 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! <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 4/25: Chapter 12 Kristin Raina work (3 invoices) Key Concepts Case Problems 1 & 2 (3 invoices each) Chapters 10-12 Objective Test</p>	*8 **c
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* Course Competencies:

1. Company Creation
2. Chart of Accounts
3. Customers Transactions
4. Vendors Transactions
5. Banking Activities
6. Merchandise Inventory
7. Employees and Payroll
8. Financial Reports

**General Education Core 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.

ACCT 1115 Discussion Board Rubric

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
<u>Grammar/ Spelling</u> 25%	Student has no spelling, punctuation, and grammar errors (25 Points)	Student has no more than 1 error in spelling, punctuation, and grammar (22.5 Points)	Student has no more than 2 errors in spelling, punctuation, and grammar (17.5 Points)	Student has no more than 3 error in spelling, punctuation, and grammar (12.5 Points)	Student has 4 or more errors in spelling, punctuation, and grammar (0 Points)
<u>Posts</u> 25%	Publishes at least one original post and at least two replies. (25 Points)	Publishes one post and one reply (22.5 Points)	Publishes one post and no reply (17.5 Points)	Publishes no posts but publishes one or more replies (12.5 Points)	Publishes no posts or replies (0 Points)
<u>Word Count</u> 25%	125 - 150 words in main thread (25 Points)	80-124 words in main thread (22.5 Points)	26 – 79 words in main thread (17.5 Points)	1-25 words in reply (12.5 Points)	0 words (i.e., no thread) (0 Points)
<u>Summary/Explanation/ Comprehension</u> 25%	Demonstrates clear understanding discussion board topic. (25 Points)	Demonstrates understanding of discussion board topic. (22.5 Points)	Demonstrates minimal understanding discussion board topic. (17.5 Points)	Demonstrates poor understanding discussion board topic. (12.5 Points)	Demonstrates no understanding of discussion board topic. (0 Points)