# **SOUTH FLORIDA COMMUNITY COLLEGE**

# **Division of Applied Sciences**

# **COURSE SYLLABUS**

# ***Fall Term 2015 – Independent Study***

***ACG 2450C- Accounting for the Microcomputer***

***3 credit hours***

**Professor:** Michelle G. Leidel **Phone:** 863-784-7115

**Office Location:** I 201 **E-mail:** leidelm@southflorida.edu

**Office** **Hours:** Posted on Office door and D2L

**Catalog Description:**

This course offers an overview of accounting software applications in business organizations. The student will progressively work through accounting cycles for service and merchandising businesses using the popular accounting software QuickBooks. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees, payroll, and tax reports. Specific applications will include design and setup of an accounting system for a new business. The student will record transactions, create various reports and financial statements. Further managerial application includes financial statement analysis, budgeting, and estimates.

**Prerequisites:**

ACG 2001 or ACG 2021

## **Course Materials:**

**Required:**

* QuickBooks 2054: A Complete Course, Janet Horne, 16th ed, Pearson Publishing
* 2 Flash drives
* Windows based computer
* Student material provided with the text includes student data files and a 140-day student trial edition of the software QuickBooks.

**Optional but highly recommended:**

Financial Accounting Text for reference

## **Instructional Methods:**

## This is a hands-on course utilizing the popular small business accounting software QuickBooks.

## **Course Resources:**

Links to all course resources will be put on D2L including due dates and class announcements

**Course Requirements:**

Grades will be based on the successful completion of each assignment, the practice sets, and the examinations. Failure to complete the problems within the chapters or the end-of-chapter assignments will lower your final course grade by one letter.

*All QuickBooks assignments (In Chapter, EOC Problems, and Practice Sets) are to be submitted to the dropbox in D2L in an Excel spreadsheet format.*

***It is the student’s responsibility to ensure that all files have been successfully submitted in the dropbox.***

## **Grading:**

*15% Chapter Problems (Pass/Fail for points)*

*20% EOC Problems*

*30% Comprehensive Section Practice Sets:*

* *Section 1 – Chapters 1 through 4 page 272 (At Your Service)*
* *Section 2 – Chapters 5 through 8 page 526 (Ultimate Golf)*

*35% Chapter Written Exams – Including Final in the testing center*

**Extra Credit Points:**

The Comprehensive Practice Set (Capitol Books) will be used as an Extra Credit assignment. Points from this assignment will be added to your Written Exams.

**QuickBooks User Certification Exam**

At the end of this course you must schedule to take and earn your “Intuit QuickBooks User Certification”. This will be considered your final and the grade obtained on it will be used to calculate your final grade in this course.

**Code of Conduct - Refer to the *Student Handbook***

**Cell Phones, Pagers, and Other Electronic Devices - Refer to the Student Handbook.**

**Academic Ethics Policy**

The faculty of SFSC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. Dishonesty consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another to cheat, you will be subject to the same penalties as the student assisted.

2. Plagiarism consisting of the deliberate use and appropriation of another’s work without indentifying the source and the passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**Consequences of cheating or plagiarism:**

The instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of “F.” Your instructor and you should seek to resolve the matter to your mutual satisfaction. Failing this, your instructor or you may request action from the appropriate chair, dean/director, and the Vice President for Educational and Student Services (see Grade Appeals in College Catalog) who adjudicates on the basis of college policy.

## **D2L (Desire to Learn):**

SFSC uses D2L as its course management software. Each class has a page on D2L. A grade book will be maintained for your class on D2L. It is easy to contact the instructor and fellow students through D2L. If you are not already aware of and comfortable with all of the features of D2L or if you do not have a login name and password, please log on to [www.southflorida.edu](http://www.southflorida.edu) and click on the Panther Den link. Then choose the “New user” link. This page will connect you to the self-guided tutorials. At the end of the tutorials, you will be directed to call the eLearning Help Desk and receive your login information. Be aware that D2L stores access records, quiz scores, e-mail postings, discussion postings, and chat room conversations. It is very important to log off D2L when you are finished; if you don’t, a person using the computer after you will have access to you course materials, your e-mail account, and your confidential record. Protect your password.

## **Students with Disabilities:**

In keeping with the College’s open door philosophy and in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFCC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the Disabilities Specialist and provide appropriate documentation. Individuals who chose not to self-identify may be ineligible for services and/or accommodations. Services include but are not limited to admission and registration assistance, orientation, note taking, tutoring, test accommodations, readers, audio books, course substitutions and assistive technology. For more information, contact the Disabilities Specialist through the Web site, [www.southflorida.edu](http://www.southflorida.edu); e-mail at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu); voice/TDD (863)453-661 ext. 7331; or in person at the Catherine P. Cornelius Student Services Complex, Suite B152, Highlands Campus.

## **Visitors Policy:**

No unauthorized visitors, including children or other members of your family, are permitted in the classroom. All visitors must be registered with Community Relations in Building C. Children may be left unattended anywhere on an SFCC campus.

**Observance of Religious Holidays:**

If you must miss a class in order to observe a religious holiday, you may notify the instructor at least seven (7) days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments.

## **Course Specific Outcomes:**

MAJOR LEARNING OUTCOMES:

1. identify key differences between manual and computerized accounting systems;
2. demonstrate how to care for and handle the computer hardware and software;
3. enter data into the proper journals and ledgers;
   1. General Journal
   2. Accounts Receivable Journal
   3. Accounts Payable Journal
   4. Payroll Journal
   5. General Ledger
4. perform the necessary operating procedures in the accounting cycle for a service business;
5. perform the necessary operating procedures in the accounting cycle for a merchandising business;
6. prepare adjusting, closing and reversing entries;
7. describe and use a voucher system;
8. analyze financial statements and utilize managerial budgeting and estimate concepts
9. set up a new computerized accounting system for a business

**DISCLAIMER:** Course policies, procedures, and schedule may be changed at any time at the discretion of the instructor.  You will be advised of any changes in class and through D2L news or email. Check your course D2L page and email often and regularly.

