

COMP 1435, QuickBooks 2015

CREDIT:	1 semester hour
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
INSTRUCTOR:	Kathryn Hulet, CIT Department Faculty, hulet@dixie.edu
PROGRAM DIRECTOR:	Linda Rogers, CIT Department, 652-7838 rogersl@dixie.edu
YEAR:	2015-2016
TEXT REQUIRED:	<u>Computerized Accounting with QuickBooks 2015, Paradigm Publishing</u>
MATERIALS REQUIRED:	QuickBooks Software, USB disk Approximate Prints Required: 80



COURSE DESCRIPTION

This course is recommended for all students who wish to learn a computer software program for business financial records. This course is an introduction to the QuickBooks Pro 2011 software program which is a business financial accounting Program that allows you to set up your accounts in a computer, create customer and vendor lists, create invoices, pay bills, and track all financial records necessary for a small business. The main objective is to introduce you to QuickBooks Pro's basic features and give the student an opportunity for hands-on practice. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 4-8 hours a week to meet course requirements. This course is a graded course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can it be used to meet transfer requirements for business-related programs. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

PROGRAM LEARNING OUTCOMES:

- ✓ PLO 1 Knowledge – Understand income and expenses.
- ✓ PLO 2 Skill – Record and organize information using QuickBooks.
- ✓ PLO 3 Skill – Create and manage reports using QuickBooks.

At the completion of this course, the student should be able to complete the following objectives.

- ✓ LO 1 Set up and create a new company file with Easy Step Interview and without it
- ✓ LO 2 Set Preferences
- ✓ LO 3 Add and Edit Vendor and Customer Accounts
- ✓ LO 4 Process credit memos, and enter bills
- ✓ LO 5 Write Checks, Create Invoices, Record Cash Sales
- ✓ LO 6 Record deposits and make deposits
- ✓ LO 7 Create and Update Chart of Accounts
- ✓ LO 8 Customize Chart of Accounts, and Create Journal Entries

- ✓ LO 9 Display, print and customize Reports
- ✓ LO 10 Identify and use the two inventory systems and print inventory reports
- ✓ LO 11 Process sales discounts
- ✓ LO 12 Record payments of sales taxes
- ✓ LO 13 Create inventory, update items, record purchases of inventory, and print inventory reports
- ✓ LO 14 Set up Payroll and update Employee list, Payroll Item list, and print payroll reports
- ✓ LO 15 Do banking functions to include reconcile cash accounts, enter credit card charges, pay credit card charges
- ✓ LO 16 Record job Income, payroll expenses, and track time for employees and jobs
- ✓ LO 17 Customize reports and invoices; and create graphs, letters, and use memorized reports

COURSE COMPLETION SCHEDULE

The Weekly Due Dates Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule, but the work needs to be turned in by the weekly deadlines for full credit. Homework is worth 30 to 50 points for each week’s assignment that is turned in by/or before due date. Late work will be accepted for up to 3 weeks but a 10 point penalty will be assessed for each week the work is late. Exception to this is that the course must be completed by the course end date. There is no extra credit for this course; however students have access to Assignment keys to correct their homework against.

TESTS

There will be one final proctored test to be taken after all homework is completed. Test score must be 80% or better, and you are allowed 1 retake on the test. When folder is cleared to take your tests, take your course folder and a picture ID to the Grading Station. Allow one hour for each test. Submit completed test to the Grading Station for submission to your instructor. There will be a penalty for late tests.

GRADING

The student’s final grade is based on points earned from completing assignments and the final proctored test. Listed below are the percent each section of the course contributes to the total grade:

Assignments	74%	Points: 285
Tests	26%	Points: 100
Total	100%	Total Points: 385

Grades will be issued on a percentage of total points possible as follows:

A	94+	B+	87-89	C+	77-79	D+	67-69	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		