CASPER COLLEGE COURSE SYLLABUS
ACCT 2110: Microcomputer Accounting I

Course Description: Applying accounting fundamentals to solving problems with the microcomputer. Specifically Quickbooks 2015. Problems involve cash journals, general ledger, and related topics. Preparing and interpreting statements of a financial nature.

Statement of Prerequisites: ACCT 2010, or permission of the instructor.

Goal: After successful completion of ACCT 2110 a student will be able to:
- Apply accounting terms, concepts, principles and procedures applicable to a business using an integrated accounting software package (Quickbooks 2015).
- Evaluate software setup procedures, data entry and manipulation, information retrieval, and trouble shooting in an accounting environment.

Outcomes: Successful completion of this course will enable students to:
- Create and restore a company backup file
- Open and properly close a company file
- Add a new account, new items or a new customer
- Record cash sales and additional payments
- View transactions by customer
- Generate invoices, reports and journals for completed transactions
- Void and delete sales forms
- Prepare a credit memo
- Deposit checks and payments
- Print a transaction list by vendor
- Prepare a bill using more than one expense account
- Enter a bill using the accounts payable register
- Edit and correct sales errors, customer records, and payables information
- Print checks for bills
- Edit, void, and delete checks
- Complete adjusting entries
- Complete a bank reconciliation
- Prepare end-of-month statements
- Create a company in QuickBooks including the chart of accounts, lists, payroll and customized reports.
Casper College General Education Outcomes: As graduates of Casper College, students will be able to:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Methodology: This course is self-directed which means, students work at their own pace with an instructor present to provide guidance and answer questions. Students will attend a mandatory orientation session to receive class material and directions for successful completion of the course. Students are expected to make continual progress toward the completion of the course so that the course will be completed in a timely manner before the end of the semester. Extra laboratory work may be required.

Assigned readings should be completed prior to beginning the work for each chapter. It is imperative that you complete the reading. Always add your name to the company name when starting a new chapter. The “Go Paperless” Method will be used to submit assignments.

Evaluation Criteria: Grades will be computed on a point scale. Points will be totaled at the end of the semester and a percentage grade computed. Your final grade will be comprised of the following:

- 30% Homework assignments
- 30% Quizzes
- 30% Final Project
- 10% Subjective Factor*

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

Grades will be recorded using an alternative software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. Keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade. The grading scale is as follows:

A ....................... 90-100%
B ....................... 80-89%
C ....................... 70-79%
D ....................... 60-69%
F ....................... 0-59%
Required Text, Readings, and Materials:
- USB drive to save your work
- Data files (CD in back of textbook)

Grading. These assignments are listed in the course content section. To get full credit on these assignments, complete the work carefully and completely. Your work will be uploaded digitally and not printed. Assignments are graded by a author based system developed by the textbook author.

Class Policies:
As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. In addition, you are expected to complete all reading assignments, complete all homework assignments/projects and take all scheduled quizzes or exams. Reading assignments should be completed at home before attempting to work on your assignments in the Flex Lab. Assignments must be completed and submitted in the order listed on the syllabus.

Computer gaming, checking your personal e-mail and surfing the Internet are not part of this course. When you are in this classroom, you need to be working on classroom activities only. All Web/Internet browsing must be specific to the course needs. All computer activity in this room is monitored. By taking this course, students agree to have their activity monitored while working in BU 404. This includes browsing the Web.

Students are expected to turn off cell phones or set them to vibrate during class time. If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

An important objective of this class is to maximize each student’s opportunity to learn by working quietly. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. Use of inappropriate behavior or language can result in dismissal from class.

This is a self-directed course. It is up to the students to manage their time appropriately. It is not acceptable to turn in all of your work at once. Any attempt to do so will result in an F for the course. Students must work steadily on the course assignments; if no progress has been recorded for any two-three week period, the instructor has the option to DROP THE STUDENT FROM THE COURSE.

All course work is due before but no later than the final day of classes (May 6, 2016) DEPENDING ON YOUR START DATE.

Last Date to Change to Audit Status or to Withdraw with a W Grade: April 14, 2016.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.
**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
## Tentative Class Schedule

<table>
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<tr>
<th>Week</th>
<th>Task Assignment</th>
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| Week 1 | Read Chapter 1 before class  
Complete the chapter exercises, Learning Activities 1.1 tasks 1-4, and Project 1 |
| Week 2 | Read Chapter 2 before class  
Complete the chapter exercises, Learning Activities 2.1 tasks 1-5, 2.2 tasks 1-4, and Project 2 |
| Week 3 | Read Chapter 3 before class  
Complete the chapter exercises, Learning Activities 3.1 tasks 1-6, 3.2 tasks 1-5, and Project 3 |
| Week 4 | Read Chapter 4 before class  
Complete the chapter exercises, Learning Activities 4.1 tasks 1-4, 4.2 tasks 1-7, 4.3 tasks 1-7, and Project 4  
**Complete Exam 1 over Chapters 1-4** |
| Week 5 | Read Chapter 5 before class  
Complete the chapter exercises, Learning Activities 5.1 tasks 1-9, 5.2 tasks 1-7, 5.3 tasks 1-5, 5.4 tasks 1-5, and Project 5 |
| Week 6 | Read Chapter 6 before class  
Complete the chapter exercises, Learning Activities Exercises 6.1 tasks 1-5, 6.2 tasks 1-4, 6.3 tasks 1-4, and Project 6 |
| Week 7 | Read Chapter 7 before class  
Complete the chapter exercises, Learning Activities 7.1 tasks 1-3, 7.2 tasks 1-3, 7.3 tasks 1-4, and Project 7  
**Complete Exam 2 over Chapters 5-7** |
| Week 8 | Read Chapter 8 before class  
Complete the chapter exercises, Learning Activities 8.1 tasks 1-3, 8.2 tasks 1-4, 8.3 tasks 1-3, 8.4 tasks 1-3, and Project 8 |
| Week 9 | Read Chapter 9 before class  
Complete the chapter exercises, Learning Activities 9.1 tasks 1-4, 9.2 tasks 1-4, 9.3 tasks 1-6 9.4 tasks 1-3, 9.5 tasks 1-2, 9.6 tasks 1-10, Project 9, and Case 9  
**Complete Exam 3 over Chapters 8-9** |
| Week 10 | Read Chapter 10 before class  
Complete the chapter exercises, Learning Activities 10.1 tasks 1-9, , Project 10 and Case 10 |
| Week 11 | Read Chapter 11 before class  
Complete the chapter exercises, Learning Activities 11.1 tasks 1-4, Project 11, and Case 11 |
Week 12

Read Chapter 12 before class
Complete the chapter exercises, Project 12 and Case 12
Complete Exam over Chapters 10-12

_Instructor reserves the right to change any aspect of the course._

NOTE: _Chapter exercises_ are the step-by-step exercises found in the reading of each chapter. These exercises are part of your assignment.

**Flex Lab Hours, S2016**
MWF: 9:00 am – 3:00 pm
MW: 5:30-8:00 PM
TTH: 9:00 am—4:00 pm
Saturdays 9:00-Noon except Holiday Weekends