

ACNT 1311 – INTRODUCTION TO COMPUTERIZED ACCOUNTING

Course Location - Lecture: Distance Learning, **Lab:** Distance Learning

Credits: 3

Lecture Contact Hours per 8 week semester: 4

Lab Contact Hours per week per 8 week semester: 4

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

Course Description: Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). Develops further skills in maintaining accounting records, provides in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules.

COURSE RATIONALE:

The goals and objectives of this course prepare students to (1) complete certificate requirements; (2) obtain or improve job skills; (3) qualify for a business or accounting job; (4) become an entrepreneur; (5) fulfill personal goals.

Prerequisites: Before enrolling in ACNT 1311, you must have completed ACNT 1403. Basic computer skills utilizing internet, word processing, and spreadsheet (Excel) software are recommended for all accounting courses. If you have any questions, consult with an accounting advisor.

STUDENT LEARNING OUTCOMES & GENERAL EDUCATION COMPETENCIES SCANS COMPETENCIES:

SCANS is the Secretary's Commission on Achieving Necessary Skills. Please go to <http://irt.austincc.edu/ids/curriculum/scans.php> for complete definitions and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

1. **Organize Information:** Organizes, processes, and maintains written or computerized records or other forms of information in a systematic fashion. Competently performing the tasks of organizing information includes understanding and organizing information from computer, visual, oral, and physical sources in readily accessible formats, such as computerized databases, spreadsheets, etc.
2. **Use Problem Solving Skills:** Recognizes that a problem exists (i.e. there is a discrepancy between what is and what should or could be); identifies possible reason for the discrepancy, devises and implements a plan of action to resolve it; evaluates and monitors progress; revises plan as indicated based on findings.
3. **Apply Technology:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems. Demonstrating competence in how to apply technology to tasks includes understanding and using various software products.

Course Objectives: Upon completion of this course, the student will be able to:

1. Record business transactions using QuickBooks Online software.
2. Summarize data into reports using QuickBooks Online software.
3. Analyze reports created or data in order to make decisions.

This course provides essential coverage of the new QuickBooks Online software. Topics covered include navigating QuickBooks Online features, creating company files, setting up customers and vendors, managing banking transactions and inventory, creating journal entries, customizing reports and sales forms, and more.

Required Textbook/Materials: SEE LINK IN BLACKBOARD UNDER eResources

Title: **QuickBooks Online: Comprehensive**, eBook & eLab (instant access) ITEM: 1-64061-372-2 (current Aca ISBN-13: 978-1-64061-372-0

Author: Patricia Hartley

Computer hardware and software requirements: This course will utilize Blackboard & QuickBooks Online. Students must have access to a computer that has internet capabilities. You will need to complete your homework using QuickBooks Online and then export reports from QuickBooks Online to Excel. Students may obtain Excel 365 for free at <https://www.microsoft.com/en-us/education/products/office>.

Students will use the BlackBoard learning management system for assignment instructions, submitting assignments, etc. eLab software will also be used for submitting assignments and taking tests.

Communication: Many communications in this class will be handled through email. I will be using your assigned ACC gmail email account. You must have your ACC gmail account set up and be able to access your email. Please review the following website for more information: <http://www.austincc.edu/google/>. You can forward this ACC gmail account to your personal email, if needed. Please review for more information: <http://mail.google.com/support/bin/answer.py?hl=en&answer=10957>.

Instructional Methodology:

THIS COURSE IS BEING OFFERED IN A COMPETENCY-BASED EDUCATION (CBE) FORMAT, which means that students who have prior knowledge can complete the course by demonstrating their understanding by taking a proctored exam, which will exempt them from the required course work for that competency of the course. This course has been broken down into three different competencies that students may choose to prove mastery by achieving 90% or higher in each competency.

If a student does not choose to test out of a competency or does not score 90% or higher, those students will work independently by reading each chapter, working through the DYS (Demonstrate Your Skills) from the chapter, and submitting assignments in eLab. This course structure will help develop the necessary skills of problem solving and critical analysis needed for the computerized accounting environment. The course is designed to help the student understand accounting transactions and record them in QuickBooks Online.

This is a **distance education** course which is different than traditional face-to-face learning. Students will need to manage their time and study skills in order to be a successful online student. Students are responsible for completing the course requirements.

All students will use Blackboard learning management system for assignment instructions, as well as accessing assignments and exams. Students that are new to distance education should review the ACC Distance Education General Information at <https://online.austincc.edu/fag/>.

The objectives of this course will be met by incorporating a variety of instructional methods. These may include exams and quizzes, spreadsheet activities, and business simulation projects using accounting software.

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/sts>.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

COURSE EVALUATION/GRADING SYSTEM:

NOTE: Each of these competencies are graded using the weighted average method. For students who already have the knowledge to achieve 90% or higher on the competency pretest, that will be the final grade for that competency. The students who DO NOT already have that knowledge should skip the pretests and go straight to the chapter assignments.

ACTIVITY	TOTAL ASSIGNMENT POINTS		FINAL GRADE %
Competency One	Assignments	Chapter Tests	40%
Chapters 1-6	195	71	
Competency One Test	46		
Total Points	312		

Competency Two	Assignments	Chapter Tests	40%
Chapters 7-12	96	75	
Competency Two Test	45		
Total Points	216		

Competency Three	Assignments	Chapter Tests	20%
Chapter 13	112	-	
Certified User Mock Exam	50		
Total Points	202		

TOTAL FINAL GRADE			100%
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BASIS FOR GRADING:

Percentage	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

NOTE: Although the points for the assignments may differ, BlackBoard will calculate your grade based on weighted average. For example, if I change a competency's total points from 200 to 260, it would still only be worth 40% of your total points to determine your final grade.

CLASSROOM AND STUDENT POLICIES

Attendance/Class Participation: This course is asynchronous, which means that this course does not meet in a classroom or otherwise. The completion of the orientation assignments MUST be completed in the first week in order to verify attendance, as required. If attendance cannot be verified, then the student will be withdrawn from the course. If compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. Regular completion of work is expected of all students.

The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Withdrawal: It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feels it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The final withdrawal date for the semester is **the Monday before the last day of the term**. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or

later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Incomplete: An instructor may award a grade of “I” (incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An “I” cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

It is the Accounting department’s policy that incomplete grades are given only on rare occasions and generally, only when a student has completed all examinations and assignments to date, with a satisfactory grade of C or better, and has personal circumstances that prevent course completion that occur **after** the deadline to withdraw.

Per Austin Community College:

An incomplete (grade of “I”) will only be given for extenuating circumstances. What constitutes “extenuating circumstances” is left to the instructor’s discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student’s performance grade from an “I” to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an “F.” Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Blackboard: I maintain a Blackboard site for this class. You will be able to log onto the Blackboard site <http://acconline.austincc.edu> to gain access to:

- ✓ Course announcements

- ✓ Syllabus and other course information
- ✓ Link to eLab (where the homework assignments and exams will be submitted)
- ✓ Gradebook

Your username for Blackboard is your ACC eID. This is your 7 digit ACC student ID, preceded by the first initial of your official first name. During the activation of your ACC eID, you will select your password. If you do not know your ACC eID, you may retrieve it via the Blackboard home page.

Competency Pretests & Tests: Pretests will be proctored by the instructor. If you wish to take a pretest, it must be scheduled with the instructor. Students must have a webcam and a computer/tablet to take the pretests. The pretests will be a series of various tasks in QuickBooks Online pertaining to the objectives within the respective competency.

Chapter tests will be taken in eLab. The tests will be a combination of multiple choice and matching. You will be allowed to use your textbook during the tests. All exams must be completed by the end of the 8-week term. **DO NOT MISS TESTS.**

Late Assignment & Test Policy: All assignments are due BEFORE 11:59pm on the due date listed on the course schedule. There will not be a penalty for submitting assignments late, but it is the responsibility of the student to submit ALL assignments and exams BEFORE 11:59pm on the last day of the 8-week session. **NO EXCEPTIONS!**

Homework Assignments: Reinforce Your Skills (RYS) & Apply Your Skills (AYS) assignments are assigned to facilitate learning of the software and preparing for tests. Assignments should be completed and submitted in eLab by the suggested due date shown on the course schedule below. Assignments may be submitted early but there will not be a penalty if submitted late. There are no make-up or extra credit assignments.

Where to go if you have questions: My preferred contact method is email. If you would like to contact me virtually, please sign up for a time slot to meet in our virtual classroom in BlackBoard. If you cannot meet during my office hours, we can schedule an appointment for a more convenient time. Regardless of how you contact me, you will receive a reply from me within 48 hours (during the weekdays) and by Monday at 5:00 pm (for questions posed on the weekend). I usually do not answer email questions on weekends after 3pm on Fridays.

IF YOU HAVE QUESTIONS THAT ARE NOT PERSONAL IN NATURE OR SPECIFIC TO YOUR GRADES, ETC., PLEASE POST TO THE DISCUSSION BOARD IN BLACKBOARD. This way, other students may be able to answer your question faster or others may also benefit from your question. Examples of using the discussion board include questions regarding deadlines, clarification regarding instructions and/or class expectations. Occasionally, I may use the Discussion Board to post non-urgent information or items that do not necessarily warrant an announcement in BlackBoard. We could also have a discussion regarding topics beyond the scope of the class. Students are welcome and encouraged to answer questions on the Discussion Board, but please refrain from blurting out exact answers or posting screenshots that give away a portion of the project.

Please go to the Discussion Board in BlackBoard and subscribe to the Forum: General Questions. By subscribing, you will be emailed when anyone posts to the Discussion Board. You also have the option of posting anonymously. I find this encourages students to post when they would not otherwise. I do expect discussions to be respectful. If the anonymity is abused, that privilege will be revoked. Accessing the information from the Discussion Board is expected for the course.

Where to go if you have complaints: You may review the complaint and grievance policy online: <http://www.austincc.edu/handbook/policies2.php>. Please attempt to resolve the complaint immediately with me directly. If the complaint cannot be resolved, then my immediate supervisor is Dr. Reed Peoples.

The TSBPA (Texas State Board of Public Accountants) have asked us to inform students of the following regarding how to identify yourself when working in the accounting field but do not have a CPA (Certified Public Accountant) license in Texas:

Q: Can I refer to myself as a CPA, accountant, and/or auditor, or any other variation of these titles?

You can only refer to yourself as a CPA, accountant or auditor if you are a licensed CPA in the state of Texas. See [Section 901.453 of The Public Accountancy Act](#).

Q: Can I refer to myself as a specialist in a specific area (such as tax or accounting)?

A CPA should avoid the use of terms such as “specialist”. Although the Board has the authority to recognize specializations in the practice of public accounting, it currently does not do so. See [Section 901.157 of The Public Accountancy Act](#).

Q: If I am not a CPA, how should I refer to myself?

In your bio, you should state the degree and/or certificate you received from Austin Community College. For example, “I received an Accounting Specialist degree from Austin Community College in 2019.” You should not refer to yourself as an accountant or auditor if you are not a licensed CPA in the state of Texas.

Additional Information regarding the Accounting Department, faculty, your course program, and basic accounting tools/resources can be found at <http://sites.austincc.edu/accounting/>

COLLEGE POLICIES

See attached pdf for College Policies. The college policies ARE considered a part of the syllabus.

COURSE OUTLINE/CALENDAR

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement and emailed to your ACC email account.

ACNT 1311 Assignment Schedule

WK/DATES	ASSIGNMENTS	DUE DATE
Week 1	Orientation (Blackboard)	
	Chapter 1 Tackle the Tasks and Test	
	Chapter 2 Assignments and Test	
Week 2	Chapter 3 Assignments and Test	
	Chapter 4 Assignments and Test	
Week 3	Chapter 5 Assignments and Test	
	Competency One Test	
Week 4	Chapter 6 Project : Part 1	
	Chapter 6 Project : Part 2	
	Chapter 6 Project : Part 3	
	Chapter 6 Project : Part 4	
Week 5	Chapter 7 Assignments and Test	
	Chapter 8 Assignments and Test	
Week 6	Chapter 9 Assignments and Test	
	Chapter 10 Assignments and Test	
Week 7	Chapter 11 Assignments and Test	
	Chapter 12 Assignments and Test	
	Competency Two Test	
Week 8	Chapter 13 Project: Set 1 Deliverables	
	Chapter 13 Project: Set 2 Deliverables	
	Chapter 13 Project: Set 3 Deliverables	
	Certified User Mock Exam	

All assignments are completed in QuickBooks Online (QBO). Assignments are submitted by using eLab links via Blackboard.

Quizzes (optional) and Tests are completed by using eLab links via Blackboard.

All assignment must be completed by the end of the term.

Due dates will only be displayed on instructor syllabus.