

CIS 108, Computer Accounting
 Fall 2013: Monday/Wednesday 7:55 to 10:00 a.m.
 Syllabus

INSTRUCTOR:	Alison Jill Brock, MSAcc., CPA (inactive) Email: alison.brock@imperial.edu Office: 1713 Phone: 760-355-6485
COURSE OBJECTIVE:	In this practical course students have an opportunity to utilize computerized financial software currently used in business. (CSU)
STUDENT LEARNING OUTCOMES:	<p>Upon course completion, the successful student will be able to:</p> <ol style="list-style-type: none"> 1. Apply accounting theories to analyze a transaction, choose an appropriate financial document, and correctly enter a transaction using a business accounting software package (ILO2, ILO3, ILO4). 2. Print and analyze financial statements for inconsistencies and revise as necessary (ILO2, ILO3, ILO4). 3. Using proper end-of-period accounting procedures, prepare adjustments and reconciliations (ILO2, ILO3, ILO4).
PREREQUISITE:	BUS 210 or BUS 010; CIS 101 recommended
REQUIRED MATERIALS:	Horne, Janet. (2013). <i>QuickBooks 2013: Complete (w/Quickbooks Pro CD</i> Pearson; memory stick; one Scantron, form 882-E
GRADING SCALE:	<p>A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%</p>
GRADING:	<p>Grades will be posted regularly on Blackboard. You may earn up to 720 points, as follows:</p> <p>360 points on lab assignments (45 points per chapter, Chapters 2 through 9) 72 points on homework (8 points per chapter, Chapters 1 through 9) 180 points on practice sets (2) 108 points on quizzes (36 points x 3 quizzes)</p> <p>Therefore, to earn an A, you must earn at least (720 X 90%) 648 points. To earn a B, you must earn at least (720 X 80%) 576 points. And so forth....</p> <p>No points are awarded for attendance. However, most of your work is completed during class sessions. I will not drop students for failing to attend.</p>

ASSIGNMENTS:	<p>This course is designed to teach computerized accounting through nine hands-on lessons. You will perform common accounting procedures that will prepare you for real-world experiences using fictitious companies. These nine lessons will be completed in the computer lab during class sessions. You must complete your own work. At the end of each session, turn in all the pages you are instructed to print. We will follow IVC's cheating policy.</p> <p>Between lab sessions you will complete short written exercises to reinforce the lab work. You will also read the next lesson in the textbook. After lessons four and nine, you will complete a practice set during lab time for a big picture, cumulative review of what you have learned. Additionally, there will be three short quizzes with no make-up testing.</p>	
NEED FOR ASSISTANCE:	<p>If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors.</p>	
SCHEDULE:		
Week	In Class	Homework Assignment
1	Introductions; Guided tour of Chapter 1: Intro. to QuickBooks; Read Chapter 1; Chapter 1 lab	Purchase a textbook and USB, bring to every class; Ch. 1 exercises; Read Ch. 2
2	(Ch. 1 lab) Ch. 2 lab: Sales and Receivables: Services	
3	Mon. holiday; Chapter 2 lab	Chapter 2 exercises; Read Ch. 3
4	Theory review: Capitalize v. Expense; Chapter 3 lab: Payables and Purchases: Service Business	Chapter 3 exercises Read Chapter 4
5	Theory review: Cash-basis v. Accrual-basis accounting Chapter 4 lab: General Acctng/End-of-Period Procedures	Chapter 4 exercises; Review for Quiz 1; Read Practice Set 1
6	Quiz 1; Lab: Practice Set for a Service Business	Read Chapter 5
7	Chapter 5 lab: Sales and Receivables for Merchandisers	Chapter 5 exercises; Read Ch. 6
8	Chapter 6 lab: Payables and Purchases for Merchandisers	Chapter 6 exercises; Read Ch. 7
9	Theory review: Adj. Journal Entries; Ch. 7 lab: General Acctng and End-of-Period Procedures for Merchandisers	Chapter 7 exercises Review for Quiz 2
10	Quiz 2; Catch up	Read chapter 8
11	Chapter 8 lab: Payroll	Chapter 8 exercises; Read Ch. 9
12	Chapter 9 lab: Creating a Company in Quickbooks	Ch. 9 exercises, Read Practice Set
13	Monday holiday; Begin Comprehensive Practice Set	
14	Continue Comprehensive Practice Set	
15	Continue Comprehensive Practice Set	Review for Quiz 3
16	Quiz 3	

Tentative, subject to change without prior notice