

CIS 108 COMPUTER ACCOUNTING (3 Units)

Instructor: Vicki Vloria 760-791-1849

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Office 1713 Office Hours: M-Th Noon to 1 p.m.

Course # 20546

Thursdays 5:30 - 9:50 p.m.

TERM HOURS: 36 Lecture, 36 Lab

LETTER GRADE or PASS/NO PASS

COURSE DESCRIPTION:

Prerequisite: BUS 210 or BUS 010 with grades of "C" or better

Recommended Preparation: CIS 101

A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students, which will help them to gain computer skills. (CSU)

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

- 1 Apply accounting theories to analyze a transaction, choose an appropriate financial document and correctly enter a transaction using a business accounting software.
- 2 Print and analyze financial statements for inconsistencies and revise as necessary.
- 3 Using proper end of period accounting procedures, prepare adjustments and reconciliations.

TEXTBOOK:

QuickBooks 2012: A Complete Course, Horne

ASSIGNMENTS

Your assignments are due by the end of class on the due date.

Ten points will be deducted for each class period that the assignment is late.

GRADING: You can Receive Full Credit for Assignments by making corrections.

Tutorials	40%	Grading Scale is as follows:
End of Section Practice Set	20%	90 - 100% A
Exams (Mid Term / Final)	20%	80 - 89% B
Comprehensive Problem	20%	70 - 79% C
		60 - 69% D

OTHER POLICIES

Work only on assignments for CIS 108 during class time.

Eat or drink before you come to class to keep our computer equipment in good operating condition.

Be courteous to your fellow classmates. Keep the noise down.

All work submitted for grading must be your own. Cheating will result in a "F" for the assignment and/or an "F" for the course at the Instructor's discretion. (See IVC Catalog for policy.)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible.

Room 2117, Health Sciences Bldg, 760 355-6312.

CIS 108 COMPUTER ACCOUNTING SPRING 2012 Timeline

Wk	Dates	Chap	TOPIC	ASSIGNMENTS / NOTES	Pages	Transmittal
1	17-Jan	1	Orientation Introduction	QuickBooks 2012 & Company Files Sample Service Business	1 - 64	
2	24-Jan	2	Sales and Receivables: Service Business	Computer Consulting Landscape and Pool Service	65 - 137 142 - 144	141 145
3	31-Jan					
4	7-Feb	3	Payables and Purchases: Service Business	Turn in Chapter 2 Computer Consulting Landscape and Pool Service	146 - 206 212 - 213	211 214
5	14-Feb	4	General Accounting and End-of-Period Procedures: Service Business	Turn in Chapter 3 Computer Consulting Landscape and Pool Service	215 - 267 272 - 274	271 275
6	21-Feb	2 - 4	Review: Service Business Review for Mid Term	Turn in Chapter 4 Practice Set: At Your Service Service Business	276 - 283	284 - 285
7	28-Feb					
8	7-Mar	5	Sales and Receivables: Merchandising Business	Turn in Practice Set Mountain Sports Resort Clothing	286 - 370 375 - 379	374 380
9	14-Mar	6	Payables and Purchasing: Merchandising Business	Turn in Chapter 5 Mountain Sports Resort Clothing	381 - 438 443 - 445	442 446
10	21-Mar	7	General Accounting and End-of-Period Procedures: Merchandising Business	Turn in Chapter 6 Mountain Sports Resort Clothing	447 - 514 519 - 522	518 523
11	28-Mar	5 - 7	Review: Merchandising Business	Turn in Chapter 7 Practice Set: Ultimate Golf Merchandising Business	524 - 535	536 - 537
	4-Apr	SPRING BREAK - NO SCHOOL				
12	11-Apr	8	Payroll	Turn in Practice Set Fitness Solutions Pool & Spa	538 - 567 572 - 574	571 575
13	18-Apr	9	Creating a Company in QB	Turn in Chapter 8 Dog Dayz Coffee Corner	576 - 662 668 - 676	567 677
14	25-Apr	1 - 9	Comprehensive: Practice Set Review for Final	Turn in Chapter 9 Capital Books	678 - 697	698 - 700
15	2-May					
16	9-May	FINAL		Turn in Comprehensive Problem: Capital Books Last Day to Turn in Work		

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