INSTRUCTOR: J. MUIR

Meeting: Online
Instructor(s): Jerri Muir
Email: jmuir@coastline.edu
Office Hours: By Appointment

Required Materials:

Textbook – Computerized Accounting with QuickBooks 2015,
By Kathleen Villani & James B. Rosa,
Paradigm Education Solutions, Inc. 2015. ISBN 97076386517.

Note: This textbook bundle should be purchased to ensure that the student has use of the textbook plus access keys to immediately download the Student Trial Version of QuickBooks 2015 and the sample company data files. Paper textbook with access keys are available at the CCC Bookstore... or you may purchase a digital copy of the textbook with access key directly at the Paradigm publisher website. If you choose this option, be sure to select “send the access codes via EMAIL.”

Other- A flash drive, reliable Internet access, a valid CCC email address and appropriate computer hardware and software. Please note that QuickBooks 2015 runs in the window / PC environment.

Prerequisites: None. However, ACCT C100 and/or C101 are recommended and can be taken concurrently.

Transfer Credit: CSU. Graded or Pass/No Pass option.

Course Description:

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses.

Course Objectives:

- QuickBooks Navigation: Home Page, Icon Bar, Menu Bar
- Introduction to QuickBooks: Vendor, Customer, Inventory
- Introductory QuickBooks Features for Accountants: Creation of a company, Banking, Payroll

Students should take note that this course focuses on both the mechanics of the QuickBooks software plus the proper application of accounting rules when preparing and posting accounting transactions within the QuickBooks software. Your textbook will address both if you have limited accounting experience. Accordingly, students should pay special attention to the details of each accounting transaction when inputting it into QuickBooks to receive full credit for submitted assignments.
COASTLINE COMMUNITY COLLEGE
ACCT C107 – ACCOUNTING WITH QUICKBOOKS 2015
SPRING 2016 (ONLINE) CLASS SYLLABUS

INSTRUCTOR: J. MUIR

Class Communication via Seaport:

We will be using an online site known as Seaport 3, [http://seaport.coastline.edu/](http://seaport.coastline.edu/). It is a requirement of the class that you check the course Seaport and your CCC student email on a daily basis. You must maintain a current and valid CCC e-mail account, as important communications will be sent via e-mail. Please check your school email frequently or have it forward to another account that you check often. Important course updates will also be posted on the C107 Seaport “Announcements” Tab.

Communicating With Your Instructors:

The best way to contact your instructor(s) is via email; please allow 48 hours for a response (not including weekends and holidays). When sending emails, please list your name and the class in the subject line. For example: Subject line = Student Name, ACCT C107. For week 1-admin issues, please contact lsmithjones@coastline.edu. For all other matters, please contact jmuir2@cccd.edu.

You may also leave your instructor questions on the public C107 Seaport Discussion Forum “Ask Your Instructor A Question”. I will monitor this board and a response within 48 hours. Office hours are by appointment only.

Course Expectations and Academic Honesty:

Students should expect the same intensity, workload and academic demands in this online course as in a face-to-face course. The course material and assignments will not be easier than a face-to-face course. There will be deadlines for assignments with appropriate consequences for missed or late work. Students are expected to follow the CCC Academic Honesty Policy at all times. You can locate this policy by clicking on this link: [Coastline Community College Academic Honesty Policy](http://coastline.edu/academic-honesty-policy).

Important Coastline Community College Dates for ACCT C107:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The last day to drop from the class with refund is</td>
<td>Feb 4, 2016</td>
</tr>
<tr>
<td>The last day to drop without a grade of “W” is</td>
<td>Feb 10, 2016</td>
</tr>
<tr>
<td>The last day to drop from the class with a “W” is</td>
<td>March 14, 2016</td>
</tr>
</tbody>
</table>

Important Instructor Dates for ACCT C107:

To avoid being administratively dropped by your instructor for not participating in this course, you must do the following:

- E-Sign the letter of agreement for this course within Seaport – by 11:00 p.m. Tuesday, Feb 2, 2016.
- Post an introduction on the appropriate discussion forum within Seaport – by 11:00 p.m. Tuesday, Feb 2, 2016.
- Completed the Chapter 1 and Chapter 2 related homework/quizzes – by 11:00 p.m. Sunday, Feb 7, 2016.
Instructor(s) Policies on Incompletes and Completion of Course Requirements:

- **Incompletes:** It is not my policy to issue incompletes. Consider carefully your time management skills and current obligations when deciding if this course is right for you. It is the student's responsibility to maintain the course schedule and keep up with course deadlines with or without reminders from the instructor.

- **Completion of Course Requirements:** Students are expected to take the final exam and submit their class QB project reports in person with their instructor on the scheduled day of the final exam on or near March 26, 2016. Regardless of the student's grade immediately prior to these requirements needing to be met, the student will receive an "F" if they do not participate in person to take the final exam and submit their class QB project. If you will not be available on the FINAL EXAM day, there are other options available to you. Please contact CCC Distance Learning during week 1 to make alternative arrangements.

Other Course Matters:

- **Navigating C107 in Seaport:** This course has been designed within Seaport 3 to be user friendly for the online student. Quick Navigation Links have also been established, in the COURSE LESSON TAB, to put the most critical information at your fingertips:

  - **Course Info:** Instant access to printable handouts & information relating to critical matters to our course – homework and quiz deadlines, final exam and class project information, etc.

  - **Chapter XX Link:** Provides a quick access link to get started for each chapter.

QuickBooks Access:

Your textbook includes a 140-day trial software either in CD Format or download. The QuickBooks version used for this course is QuickBooks 2015 and must run on Windows 7.0 or higher. While many of the functionalities learned in this course will translate to the Mac Version of QuickBooks, the sample data files used are all formatted to run in the windows environment on a stand alone PC machine and/or running in the OS environment with Boot Camp and/or Parallels running Windows.

If you do not have the correct hardware and/or operating software, remember you can always use the computers in the Success Centers for free with a CCC student ID.
Methods of Instruction and Course Format:

This is a fast-paced online class that includes a combination of traditional studying of textbook material and hands on interactive exercises with a student trial version of the QuickBooks 2015 Accounting Software. The goal of this course is to have you become proficient at the most common tasks and routines within QuickBooks 2015. While you will be utilizing sample QuickBooks Company Data files during our course, the skills sets you will master will transfer immediately to most of the QuickBooks 2015 company data files that you may encounter in real life business scenarios.

QuickBooks 2015 is designed for the non-accountant and is intuitive by nature. If you want to perform a task, there is usually several obvious and user-friendly ways to begin and complete the task. You do not need to be an accountant or a software developer to be successful in navigating QuickBooks 2015. With that said, new users to QuickBooks 2015 often make mistakes until they learn the appropriate sequencing of inputting information and running the various reports.

Your textbook anticipates the need for practice and a safe place for you to make mistakes. Accordingly, each assigned chapter requires you to load a sample QB Company data file and input data/complete transactions, etc. in a step-by-step companion process following the instructions in your textbook. I/We term this the “walk thru chapter exercise problem” and you will be able to judge your proficiency by mirroring the screen shots in your textbook to the QuickBooks screen on your computer. If they don’t match, you can take your time to learn from your mistakes with no penalties and make corrections until they do match. If you need more immediate assistance on the mechanics, you can reach out and post a question on our virtual classroom chapter specific discussion forum that your fellow students may be able to answer (chances are they are encountering the same issue) or email your Instructor directly at jmuir2@cccd.edu.

Finally, you will also be able to access the resources of your textbook publisher for additional study aids and practice multiple choice quizzes to ensure that you are fully comfortable with the chapter topics before moving onto the graded assignments. Your instructors have provided check figures for all assigned chapter case #1 problems that will be graded so you can ensure you earn maximum points.

Graded Course Assignments:

1) Chapter Assignments: Because this is a software class, the chapter assignments are critical in reinforcing the concepts learned and will therefore be critical to your understanding of QuickBooks 2015 mechanics. Also, completing these assignments are essential in preparing for the final exam and the end of term QB class project.
There will be 11 chapter assignments due during the academic term. Each assignment will require you to complete only case problem #1 (Lynn's Music Store) located at the end of each assigned chapter utilizing your newfound chapter knowledge and the sample QuickBooks Company data files.

With the exception of Chapter 1, which will require the upload of a picture, all other chapter reports will be saved as a “PDF” and uploaded to specific drop boxes. These drop boxes are accessible directly within each chapter lesson or utilizing the left hand side dashboard in Seaport marked “Dropbox”.

Each chapter’s available earned points will vary depending on the number of QuickBooks reports that are uploaded to the specific CCC Seaport DropBox for that chapter’s assigned case problem. There will also be very specific deadlines in which you must complete these chapter case problems. See the Course Calendar for deadlines and assignment of points. Students will work at different paces so you are welcome to move ahead if you have completed and uploaded your assignments prior to the deadline.

Please note: The Chapter Walk Thru/Practice Exercise (Kristin Raina Interior Designs) and Case Problem #1 QuickBooks Company sample data files are available to you by following the directions in chapter 1 of your textbook.

2) **Chapter Multiple Choice Quizzes – Accessible Within Each Chapter Lesson in Seaport**

Each Chapter will have a graded multiple-choice quiz consisting of thirty questions. This quiz is accessible within each chapter lesson within Seaport or by utilizing the left hand side dashboard of Seaport marked “Quizzes & Exams”. Each student quiz will randomly draw thirty questions from a shared pool of forty questions. Each correct answer will be awarded one point; incorrect answers, zero points. Students will have 120 - minutes to complete the quiz which is considered open note / open textbook / open QB Software. Additionally, the student will be given two attempts at each quiz. Should the student use the second attempt, the second attempt score will be the one counted.

Students will only be allowed one attempt to take the quiz (no preview allowed) so plan ahead to complete the quiz in one sitting. There will also be very specific deadlines in which you must complete these chapter quizzes. See the Course Calendar for deadlines.

Students will work at different paces so you are welcome to move ahead, all chapter quizzes will be open on the first day of class. Links to practice chapter quiz questions will also be available on the first day of class.

Quiz scores will automatically post to your Seaport Summary.
3) **Final Exam:**

The exam will be based upon chapter assignments, textbook comprehension and proficiency working with the QuickBooks 2015 software. The final exam will be in paper format with 110 multiple-choice questions. Each chapter will be represented with ten questions. All 110 multiple-choice questions will be drawn from the individual chapter question pools that you will be exposed to during the academic term. Each question on the final exam will be worth one point. One point will be awarded for a correct answer; zero points for an incorrect answers. This exam will be considered closed note / closed textbook / closed QB 2015 software. Students will have two hours to complete the exam with the instructor, with their proctor or at the CCC College Center Testing Center.

**NOTE:** Failure to take this exam in person will result in an automatic “F” letter grade for the academic session. The final exam will be given on or near Saturday, March 26, 2016; any changes will be announced. See Appendix A for alternative options if you are not available to take the final exam with your instructor.

4) **Comprehensive QB Project:**

The purpose of the comprehensive term project is to reinforce the topics that have been covered in class and to provide students with real world QuickBooks experience. The project will consist of taking a realistic real life company scenario, with business transactions, etc. provided by your instructor, and inputting the company’s accounting data completely within a new QuickBooks 2015 data file using express set-up. You will want to begin this project after week 4 and will be substantially completed by the end of week 7 in accordance with posted deadlines.

*To ensure that students are carefully applying their accounting and QuickBooks skills during the comprehensive QB Project, the instructor will provide check figures the first day of class. Please review these check figures during each step of the Comprehensive QB project prior to moving onto the next task. As in business, an error in the early stages of setting up a QuickBooks data file will flow through the entire QB database and impact the accuracy of future financial reports.*

The project represents considerable time and preparation so make sure you plan accordingly. Students should begin the project at the end of Week 4 of the course to apply the skills learned each week while they are fresh in your mind. Week 7 of this course, however, is dedicated to the completion of the majority and submission of this project (Round 1).

- Week 7 QB Project Round 1 Reports will be due at Sunday, 11:00 p.m. PST to the appropriate Seaport Drop Box.
- Round 2 QB Project Reports will be due by noon on the final exam day to the appropriate Seaport Drop Box.
- Round 3 QB Project Reports – Balance Sheet and Income Statement (printed and stapled with your name and student ID number on it) must be brought with you to the final exam-testing site. Failure to bring the final two QB project reports will result in not being admitted to the final exam.
Information about the QB Project can be found in Seaport, under the Lessons Tab, Chapter 00: Class QB2015 Project. Grade disputes regarding project grading must be filed within 48 hours of the posting of the project grade within Seaport.

Late Assignments, Quizzes, Exams and Projects will not be accepted.

Class Rules
1. All Chapter Case Problem #1 Reports will be printed as PDFs and submitted to the appropriate Chapter DropBox in Seaport. You must follow the naming instructions for your file or you will be subject to a reduction of points or simply receive a zero. Additionally, the DropBox will automatically close at 11:00 p.m. PST on the due date (Sunday) so no late assignments will be accepted. These assignments will only be accepted via the DropBox – do not email them to your instructor(s). Your grade will be posted within 72 hours, after the official due date, to your Seaport Student Summary. If your grade is not posted within the 72 hours, please reach out to your instructor(s).
2. All chapter quizzes will be taken within Seaport. These chapter quizzes are due at 11:00 p.m. PST on the due date (Sunday). Begin the quiz no later than 10:00 p.m. on the Sunday due date to ensure you get the full sixty minutes. Seaport will lock you out the system at 11:00 p.m. whether you or finished or not. Your grade will automatically post to your to your Seaport Student Summary.
3. This course requires attention to detail to ensure that reports are submitted to the correct DropBox, etc. Completed assignments submitted to the incorrect DropBox are subject to a reduction in points or simply receive a zero.
4. Assignments and/or their due dates may be changed. This syllabus is subject to change. All changes will be posted via CCC email and/or the Seaport Announcements. You are responsible for these changes.
5. You may use the Discussion Forum to ask a question or seek guidance from a fellow student. Otherwise, all work must be done independently and in compliance with the CCC Academic Honesty Policy.
6. Currently, there are no scheduled extra credit points to be earned in this session. This is subject to change and if so, will be announced via CCC email and/or Seaport Announcements.
7. Currently, there are no scheduled class meetings in person prior to the final exam. The instructor reserves the right to schedule such a virtual video teleconference session (also taped) if deemed helpful for student success.
COASTLINE COMMUNITY COLLEGE
ACCT C107 – ACCOUNTING WITH QUICKBOOKS 2015
SPRING 2016 (ONLINE) CLASS SYLLABUS

INSTRUCTOR: J. MUIR

Course Calendar:

**This schedule is subject to change**

<table>
<thead>
<tr>
<th>Week</th>
<th>Start Date</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assignment Schedule</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/1</td>
<td>1,2</td>
<td>Overview, Vendors</td>
<td>Chap 1, 2 Assignments</td>
<td>2/07</td>
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<tr>
<td>2</td>
<td>2/8</td>
<td>3,4</td>
<td>Customers &amp; PE Procedures</td>
<td>Chap 3, 4 Assignments</td>
<td>2/14</td>
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<td>3</td>
<td>2/15</td>
<td>5</td>
<td>Inventory</td>
<td>Chap 5 Assignments</td>
<td>2/21</td>
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<tr>
<td>4</td>
<td>2/22</td>
<td>7</td>
<td>QuickBooks Express Start Method</td>
<td>Chap 7 Assignments</td>
<td>2/28</td>
</tr>
<tr>
<td>5</td>
<td>2/29</td>
<td>8,9</td>
<td>Payroll Set-Up &amp; Processing</td>
<td>Chap 8,9 Assignments</td>
<td>3/06</td>
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<tr>
<td>6</td>
<td>3/7</td>
<td>10,11,12</td>
<td>Banking, Jobs &amp; Time Tracking, Customizing Your Company File</td>
<td>Chap 10,11,12 Assignments</td>
<td>3/13</td>
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<tr>
<td>7</td>
<td>3/14</td>
<td>QB RD1</td>
<td>QuickBooks Project – Round 1 Reports</td>
<td>QB Project – Round 1 Reports</td>
<td>3/20</td>
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<tr>
<td>8</td>
<td>3/21</td>
<td>QB RD 2</td>
<td>QuickBooks Project – Round 2 Reports</td>
<td>QB Project – Round 2 Reports</td>
<td>3/26</td>
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<tr>
<td></td>
<td></td>
<td>QB RD 3</td>
<td>QuickBooks Project – Round 3 Reports</td>
<td>QB Project – Round 3 Reports</td>
<td>3/26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FINAL EXAM</td>
<td>FINAL EXAM – In Person</td>
<td>FINAL EXAM</td>
<td>3/26</td>
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Course Grading:

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<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Chapter Case Problems</td>
<td>220</td>
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<tr>
<td>Chapter Quizzes</td>
<td>330</td>
</tr>
<tr>
<td>Final Exam &amp; Class Project</td>
<td>220</td>
</tr>
<tr>
<td>Total</td>
<td>770</td>
</tr>
</tbody>
</table>

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F below 60%

Your course grades will be recorded on Seaport 3 in your Student Summary within 72 hours of the official due date. Grades will be sealed for the academic term each Sunday, 11:00 p.m. PST one week after the official due date. All grade protests must be filed before the one-week post submission day and time deadline is reached. After this deadline, all grades will be sealed for the academic term.
Course Assignment Dues Dates and Available Points To Be Earned:

As noted earlier, close attention to the details of each accounting transaction and its proper input into the QuickBooks software is crucial for accuracy of the financial records and to earn maximum points for each Chapter Case Problem #1 report submitted for grading.

Students should not rush to enter the data and complete the assignment. Remember that you are creating a set of financial records that warrant the same level of accuracy as a set of manually prepared accounting records that you were exposed to in previous accounting classes and/or that you should be comfortable using to prepare annual tax returns, etc.

Often students want to rush to complete the assignments and miss the fine details like dates of transactions, reporting dates and titles, account numbers, etc. Don’t let that happen to you, as points will be deducted for reports missing this critical information.

Yes, I do review in detail every QuickBooks report submitted for grading!

To ensure that students are carefully applying their accounting and QuickBooks skills during each Chapter Case Problem #1, the instructor will provide check figures the first day of class. Please review these check figures during each step of the Chapter Case Problem #1 prior to submitting your reports for grading. As in business, an error in the input of one transaction in the initial stages of the Case Problem will flow through to cause an error in the accuracy of financial reports run at the end of the Case Problem.

Each submitted report in PDF uploaded to the DropBox will be eligible for a maximum of five points. Reports that are submitted with the correct transactional information, date range, title, and match the check figure will earn five points. If minor errors are present, the instructor will make deductions in ½ point increments. If the student sufficiently attempted the Chapter Case Problem but clearly did not have a grasp of the correct accounting protocol and/or show QuickBooks proficiency, the report will be awarded three and half points to zero points. The instructor will attempt to provide feedback when appropriate to assist in the learning process.

Have a question while you are working on your Chapter Case Problem – reach out to your fellow students on the appropriate Seaport Discussion Forum. You may ask and answer generic questions on this discussion forum board to help your fellow students navigate QuickBooks but you cannot give away the answers and/or share your completed reports. Your instructor(s) will also monitor these Discussion Forums to make sure students stay on track.
Other Coastline Matters:

**Student Summary:** The Student Summary includes a list of all the graded assessments for the course along with your grade for each assessment and feedback from the instructor.

**Academic Honesty:** You are responsible for reading, understanding, and abiding by the Coastline College [Academic Honesty Policy](#).

**Final Grades:** Grade reports are not mailed. Students access their grades by logging into MyCCC. Grades will be available approximately 10 working days after the end of the course. Consistent with CCC Policy students will be issued a stand-alone grade, no pluses or minuses.

**Withdrawals:** A student who has officially registered assumes the responsibility for completing each course in which she or he has registered. It is the student’s responsibility to officially withdraw from a course. Deadlines for refunds/fee cancellation, registration and withdrawal are different for each course. For more information, go to the [Coastline College website](#).

**Student Needs:** If you have a documented disability that requires accommodations in testing or other aspects of the course, please contact the DPS office (714) 241-6214.

Other Coastline Student Resources:

**Computer Labs and Free Tutoring:**

There are a variety of computer labs located at each of the Garden Grove, Westminster and Newport Beach campuses that provide access to the Internet, Microsoft Office, and the software used in the accounting courses and free tutoring. **Note:** QuickBooks software is only available at the Garden Grove and Newport Beach campuses.

You must bring photo identification card to the lab in order to gain admittance and free use of these services. Check with the Campus Desk concerning times and locations for student ID photo sessions. Campus phone numbers can be found on the CCC Website.
Instructor Keys to Success in ACCT C107:

**Remember to Always Apply Good Study Habits**

- Block out a regular time in your schedule to do the work and follow the course schedule.
- Read the syllabus and any other course material, carefully and frequently.
- Check the course Seaport site regularly and often.
- Check your Coastline issued student email account regularly.
- Have patience and a sense of humor with technology.
- Don’t procrastinate – start assignments early to get assistance and avoid technology problems.
- Use the free accounting tutors at the school’s Garden Grove Success Center.
- Ask for help when you need it – on the discussion boards or via email to your instructor.

**Remember Asking Questions is Important, Please Reach Out!**

You are in for a lot of work this term but you will leave with QuickBooks skills that are immediately useful to you in the work place! I/We see my/our primary role as a facilitator and welcome your questions and comments both inside and outside class. Please feel free to reach out to us via email and/or on the discussion boards!

Welcome to our course... you can do this...now let’s get to work!

Instructor Muir
Appendix A: Purchasing Your Course Materials

Accessing the Paradigm Publisher Website:  http://paradigm.emcp.com

Accessing the Paradigm Publisher Website to Purchase Digital Textbook Materials If You Select This Option:

Please note that if you choose to order the eBook - the textbook publisher will mail or EMAIL the book and the software key codes. Be sure to select EMAIL option to receive immediate download access. Prices may vary from the bookstore or other retail locations.

Accessing CCC Bookstore For ACCT C107 – CRN 92846

CCC Bookstore

Coastline Book Store Hours and Telephone Number to Confirm Textbook Availability:

Store Location
Coastline College Bookstore
Coastline Community College
11460 Warner Avenue
Fountain Valley, CA  92708-2529
Phone:  (714) 241-6101

Remember that the bookstore offers a traditional textbook format. Prices may vary from textbook publisher.
Appendix B: Alternative Arrangements for Taking Final Exam

The Final Exam must be taken in person with your instructor, on site at a sanctioned testing center or via a proctor. The CSU and UC systems require that Accounting 107 have onsite or proctored exams for these courses to transfer. This requirement is non-negotiable.

Coastline Community College prides itself in assisting students near and far from our three Orange County Campuses. If you are joining our course from a far distance or cannot participate on our exam day(s), you may register with the Coastline Distance Learning Department (DL) and request:
  • a testing time at one of their approved locations and/or
  • request the certification of a proctor closer to you.

In both cases there are two rules that you must follow:
1) The student is completely responsible for coordinating this registration process with DL and
2) The exam must be taken no later than the date the Instructor gives the exam live to the rest of the class.

If you wish to take advantage of this option - please contact Distance Learning with the following information and then send an email to your instructor at lsmithjones@coastline.edu with your DL approved testing location and time. [CCC Distance Learning Tab at CCC Website](https://www.coastline.edu/distance-learning)