Microcomputer Accounting (ACT 153-D01)
Syllabus: Spring 2017
Monday, Wednesday 2:30pm – 4:00pm
Classroom # MTC 205

INSTRUCTOR:  Matthew Geel

OFFICE HOURS

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:30 pm – 5:30 pm</td>
<td>10:00 am – 11:00 am</td>
<td>4:30 pm – 5:30 pm</td>
<td>4:30 pm – 5:30 pm</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION
Office:  FOH 205K
Office Telephone:  410-334-2833                                   Fax# 410-334-2977
Office Email:  mgeel@worwic.edu                             Or through Blackboard course site

Course Description: This course covers set up, maintenance and recording accounting information using an accounting software package. The accounting cycle is completed by adjusting ledger accounts and performing year-end closing. Financial reports are created and modified.

ISBN# 9781942417163

********** YOU WILL NEED A FLASHDRIVE.

Blackboard is being used as a supplementary site in this course. To access course content in Blackboard, you need to have access to a computer with an internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in MTC 200, BH 217, HH 100, GH 204, WDC 305, and AHB 108. Please follow these directions to access course syllabi and any other materials posted for this course:

Login Information:

1. From Wor-Wic home page, point to “Quick Links” (top right) and click the “Blackboard login” link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password). Don’t know your user ID or password? Contact Student Services at 410.334.2800.
## COURSE OBJECTIVES, ASSESSMENT GOALS AND ASSESSMENT STRATEGIES:

Upon the successful completion of this course the student will demonstrate the ability to:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
</table>
| 1 Manage Revenue with QuickBooks 2015. GEO’s 1, 3, 4, 5 and 6                   | A. Set up Customer Accounts.  
B. Record Sales and Record Customer Returns and Credits.  
C. Write off a Bad Debt.  
D. Create Customer Statements.  
E. Assess Finance Charges.  
F. Calculate sales tax and remit sales tax.  
G. Handle bounced checks. | Homework  
Exams  
Comprehensive Final |
| 2 Manage Expenses with QuickBooks 2015. GEO’s 1, 3, 4, 5 and 6                     | A. Set Up Vendors.  
B. Enter expenses.  
C. Activate class and job cost tracking.  
D. Set up and Purchase Inventory items.  
E. Pay Vendors and apply vendor credits.  
F. Handle deposits and refunds.  
G. Track Petty Cash and Credit Cards. | Homework  
Exams  
Comprehensive Final |
| 3 Prepare Reports and Graphs with QuickBooks 2015. GEO’s 1, 3, 4, 5 and 6        | A. Prepare accounting reports, management reports and graphs.  
B. Customize and Memorize reports. | Homework  
Exams  
EMW Assignment  
Comprehensive Final |
| 4 Process Payroll using QuickBooks 2015. GEO’s 1, 3, 4, 5 and 6                     | A. Set up and Edit Payroll items.  
B. Set up Employees.  
C. Set up year to date payroll amounts.  
D. Pay employees and payroll liabilities.  
E. Prepare payroll taxes and process required forms. | Homework  
Exams  
EMW Assignment  
Comprehensive Final |
| 5 Reconcile bank accounts and prepare adjusting entries with QuickBooks 2015. GEO’s 1, 3, 4, 5 and 6 | A. Reconcile Bank Accounts.  
B. Prepare required adjustments.  
C. Close the accounting period. | Homework  
Exams  
EMW Assignment  
Comprehensive Final |
GRADING

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Percentage of Grade</th>
<th>Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
<td>100</td>
<td>90% - 100% = A</td>
</tr>
<tr>
<td>Homework</td>
<td>35%</td>
<td>350</td>
<td>80% - &lt;90% = B</td>
</tr>
<tr>
<td>Electronic Media and Writing</td>
<td>10%</td>
<td>100</td>
<td>70% - &lt;80% = C</td>
</tr>
<tr>
<td>Exams</td>
<td>25%</td>
<td>250</td>
<td>60% - &lt;70% = D</td>
</tr>
<tr>
<td>Comprehensive Final Project</td>
<td>20%</td>
<td>200</td>
<td>Below 60% = F</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>1,000 Points</strong></td>
<td></td>
</tr>
</tbody>
</table>

GRADED ASSIGNMENT GUIDELINES

- Late work can only be submitted for partial credit if the instructor is informed ahead of time. Technical issues are not an acceptable reason for not submitting work.
- Students are encouraged to communicate with the instructor as soon as possible if they are unable to complete an assignment on time.

1. **Attendance/Participation (10%)**
   - All students are to come to classes ready to actively participate in problem solving activities. There should be at least two hours preparation for each contact hour between the instructor and the students.
   - Students must not use cell-phones or electronic devices for purposes other than note-taking, class participation, or responding to emergency situations.
   - Good attendance is essential to success in this course. More than two absences will be considered excessive. Each student is expected to read the chapter being covered in class prior to that class being held.

2. **Homework (35%)**
   - Students will complete assigned homework for every chapter. Assignments must be handed in by the due-date.
   - Additional Homework problems might be assigned as the class progresses.

3. **Electronic Media and Writing Assignment (10%)**
   - Students will perform research on the use of QuickBooks in the workplace and write an essay.
   - Electronic media sources will be provided.

4. **Exams (25%)**
   - Three in-class exams will be given during the semester.
   - Students should avoid leaving the classroom for any reason during the exam.

5. **Comprehensive Final Project (20%)**
   - Students will complete a comprehensive scenario using QuickBooks. It will involve setting up a company file and processing transactions for an accounting period.
# CLASS SCHEDULE
(Instructor reserves the right to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>1/23</td>
<td>Chapter 1, Chapter 2</td>
<td>Ch.1 HW</td>
</tr>
<tr>
<td>1/25</td>
<td>Chapter 2, Chapter 3</td>
<td>Ch.2 HW</td>
</tr>
<tr>
<td>1/30</td>
<td>Chapter 3, Chapter 4</td>
<td>Ch.3 HW</td>
</tr>
<tr>
<td>2/1</td>
<td>Chapter 5, Chapter 6</td>
<td>Ch.4 HW</td>
</tr>
<tr>
<td>2/6</td>
<td>Chapter 6, Review</td>
<td>Ch.5 HW, Ch. 6 HW</td>
</tr>
<tr>
<td>2/8</td>
<td><strong>Exam 1 (Ch. 1-6)</strong></td>
<td></td>
</tr>
<tr>
<td>2/13</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>2/15</td>
<td>Chapter 7, Chapter 8</td>
<td>Ch.7 HW</td>
</tr>
<tr>
<td>2/20</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>2/22</td>
<td>Chapter 9</td>
<td>Ch. 8 HW</td>
</tr>
<tr>
<td>2/27</td>
<td>Chapter 9, Chapter 10</td>
<td></td>
</tr>
<tr>
<td>3/1</td>
<td>Chapter 10, Review</td>
<td>Ch. 9 HW, Ch. 10 HW</td>
</tr>
<tr>
<td>3/6-3/10</td>
<td><strong>NO CLASSES – SPRING BREAK</strong></td>
<td></td>
</tr>
<tr>
<td>3/13</td>
<td><strong>Exam 2 (Ch. 7-10)</strong></td>
<td></td>
</tr>
<tr>
<td>3/15</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>3/20</td>
<td>Chapter 11, Chapter 12</td>
<td></td>
</tr>
<tr>
<td>3/22</td>
<td>Chapter 12</td>
<td>Ch. 11 HW</td>
</tr>
<tr>
<td>3/27</td>
<td>Chapter 13</td>
<td>Ch. 12 HW</td>
</tr>
<tr>
<td>3/29</td>
<td>Chapter 13, Chapter 14</td>
<td></td>
</tr>
<tr>
<td>4/3</td>
<td>Chapter 14</td>
<td>Ch. 13 HW</td>
</tr>
<tr>
<td>4/5</td>
<td>Chapter 16</td>
<td>Ch. 14 HW</td>
</tr>
<tr>
<td>4/10</td>
<td>Chapter 16, Review</td>
<td></td>
</tr>
<tr>
<td>4/12</td>
<td><strong>Exam 3 (Ch.11-14, 16)</strong></td>
<td>Ch. 16 HW</td>
</tr>
<tr>
<td>4/17</td>
<td>Comprehensive Final Project</td>
<td></td>
</tr>
<tr>
<td>4/19</td>
<td>Comprehensive Final Project</td>
<td>Comprehensive Final Project</td>
</tr>
</tbody>
</table>

**Important Dates**
February 8: Exam 1
February 26: Electronic Media and Writing Assignment
March 13: Exam 2
April 12: Exam 3
April 19: Comprehensive Final Project
OTHER INFORMATION

Academic Honesty Policy (GEO 9) - Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

Academic Integrity and Computer Usage Policy - All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals.

Violators are subject to college disciplinary procedures.

EMERGENCY INFORMATION STATEMENT

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

SERVICES FOR STUDENTS WITH DISABILITIES

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE DISCLOSURES

Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website:

http://www.worwic.edu/Administration/PublicSafety.aspx