

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
CIM 223A - COMPUTERIZED ACCOUNTING: QUICKBOOKS—BEGINNING
Course Syllabus
Summer 2009

Instructor: Jyoti Chandra
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Ticket number: 14730

Semester: Summer 2009
5/26/2009 - 7/19/2009

Time and day: 6:00PM - 8:55 PM Tuesday

Room: BGS 244 & BGS 248

COURSE DESCRIPTION:

Provides background and training in the use of QuickBooks software in the windows environment. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports.

COURSE OBJECTIVES:

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

1. Describe and define how to set up a new company and company preferences.
2. Describe and define chart of accounts for asset, liability, equity, income and expense accounts.
3. Describe and define setup procedure for customers, vendors and terms.
4. Set up items to manage products, services, tax codes, other charges and inventory items.
5. Enter and manage cash basis transactions for customers and vendors and reconcile accounts.
6. Create and manage customer invoices and credits, record payments, make deposits and create customers and receivable reports.
7. Create and manage vendors' bills and credits, pay bills and create vendors and payable reports.
8. Create list, register, summary and transaction reports.

STUDENT RESOURCES:

- Required Book:
QuickBooks Complete 2008,
The Sleeter Group. ISBN # 978-1-932487-32-9
- One 2 GB Flash drive (USB) for backup.
- You must have access to internet. All course information will be on Blackboard site, its link is available on the Saddleback Website www.saddleback.edu .
- **Textbook comes with a free student version of QB PRO 2008 (good for 142 days).** In the classroom, **QuickBooks 2008 Premier** program will be used to show features of **BOTH** Pro and Premier, and will be available in IMC lab. However, for completing the homework assignments, **QB 2008 Pro** will do. Any **earlier versions** of QuickBooks like 2007 or lower **cannot** be used for this class. Higher version **QB 2009 Pro or Premier** can be used, but textbook may **NOT** match your screenshots.

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EVALUATION: Your final grade in this course will be based on the following:

Assignments	150 pts	A = 90+ %
Project	50 pts	B = 80 – 89%
Final Exam	50 pts	C = 70 – 79%
Total	250 pts	D = 60 – 69%
		F = Less than 60%
Extra credit Quizzes	20 pts (4 @ 5 pts)	
Extra Credit Assign 6	<u>5 pts</u>	
	25 pts	

CLASS INFORMATION:

1. Each week we will meet for designated time.
2. Students, who miss the first class or any two consecutive class sessions without informing, may be dropped.
3. Turn in the assignment coversheet stapled with **printed copies of the assignment** every week per schedule.
4. Extra credit quizzes will be available online.
5. **Final exam** will be given in the classroom on last meeting. It will be open books/ open notes.

ASSIGNMENTS:

1. Weekly **Assignments cover sheet** will be available on BlackBoard under Class Content.
2. **Staple** the assignment cover sheet and printed sheets for each assignment in **correct order**.

COMMUNICATION:

- **BlackBoard** Email and Discussion Board will be primarily used for communication.
- Use Discussion Board Feature of BlackBoard if you need help with QB and also try to help your classmates whenever possible.
- To send email, use instructor email: jchandra@saddleback.edu and use Subject: **CIM223A**.

COURSE COMPLETION:

The last day for a drop with a refund is **Friday, 5/29/2009**.

The CR/NC option is **Tuesday, 6/2/2009**.

The last day to drop this class without a "W" is **Tuesday, 6/2/2009**.

The last day to drop this class with a "W" is **Tuesday, 6/23/2009**.

These options are handled through Admissions and Records and are the **responsibility of the student**.

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WEEKLY SCHEDULE

Week	Date	Topic/Activity	Due
1	5/26/09	Orientation General Introduction Survey Discussion Board: Introduction	
2	6/2/09	Chapter 1: Introducing QuickBooks Assignment #1 Extra Credit Quiz 1	Survey Discussion Board: Introduction
3	6/9/09	Chapter 2: The Sales Process Assignment #2 Extra Credit Quiz 2	Assignment #1 Extra Credit Quiz 1
4	6/16/09	Chapter 3: Tracking Revenue Assignment #3 Extra Credit Quiz 3	Assignment #2 Extra Credit Quiz 2
5	6/23/09	Chapter 4: Managing Expenses Assignment #4 Extra Credit Quiz 4	Assignment #3 Extra Credit Quiz 3
6	6/30/09	Chapter 5: Bank Reconciliation Assignment #5 EXTRA CREDIT: Chapter 6: Reports and Graphs Assignment #6	Assignment #4 Extra Credit Quiz 4
7	7/7/09	Chapter 7: Company File Setup Final Exam Project	Assignment #5 Assignment #6 (Extra Credit)
8	7/14/09	FINAL EXAM 100 AS form will be provided, bring #2 pencil	Final Exam Project