

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
CIM 223B - COMPUTERIZED ACCOUNTING: QUICKBOOKS—ADVANCE
Course Syllabus
FALL 2010 (10/18/2010 - 12/19/2010)

Instructor: Jyoti Chandra
Email: jchandra@saddleback.edu
Time and day: 7:00 pm – 9:50 pm Monday

Semester: FALL 2010
Ticket number: 20275
Room: BGS 244 and BGS 248

COURSE DESCRIPTION:

Provides training in advanced business accounting procedures in QuickBooks using Windows environment. It will include inventory setup, employee and payroll setup, sales tax setup, estimates, time tracking, pass through expenses, and adjustment and year-end procedures.

COURSE OBJECTIVES:

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

1. Describe and define how to set up inventory items and process inventory transactions.
2. Describe and define employee setup and payroll items.
3. Manage payroll transactions.
4. Describe and define estimates and progress invoicing.
5. Set up items to manage pass through expenses.
6. Describe and define estimates and time tracking.
7. Describe and define how to set up and manage sales tax.
8. Describe and define adjustments and year-end procedures.

STUDENT RESOURCES:

- Required Book:
QuickBooks Complete 2009,
The Sleeter Group. ISBN # 978-1-932487-47-3
You can buy at Saddleback bookstore or www.sleeter.com
- One Flash drive (2 GB USB) for backup.

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

Assignments	200 pts	A = 90+ %
Final Project	50 pts	B = 80 – 89%
<u>Final Exam</u>	<u>50 pts</u>	C = 70 – 79%
Total	300 pts	D = 60 – 69%
		F = Less than 60%

CLASS INFORMATION:

1. Each week we will meet for designated time.
2. Course information is organized by weeks in BlackBoard.

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3. I will check attendance roster to determine who is missing the class and **may drop** students who miss the first class or any two consecutive class sessions without informing.
4. **Final exam** will be given in the classroom on last meeting. It will be open books/ open notes.

DATA FILES:

1. Data files that you need to for this class are available in BlackBoard.
2. Follow online instructions to download the files.
3. After you complete this step, 35 downloaded files will be saved in a folder **QuickBooks 2009 Portable Files** in the directory **C:\QuickBooks 2009 Classroom Files**. All the files are in **.QBM** format. See Preface Viii in book for instructions.

ASSIGNMENTS:

1. Weekly Assignments cover sheet will be given in BlackBoard.
2. Staple the assignment cover sheet and all the printouts for each assignment in correct order.

COURSE COMPLETION:

Last day for a drop with a refund	Friday, 10/22/2010
Elect Pass/No Pass option	Monday, 11/1/2010
Drop without a "W"	Monday, 11/1/2010
Drop with a "W"	Monday, 11/22/2010

These options are handled through Admissions and Records and are the responsibility of the student. Instructor **may** drop students who miss the first class. **However, it is student's responsibility to drop the class; otherwise they will be assigned letter grade.**

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Course Schedule

Week	Date	Topic/Activity	DUE
1	10/18/10	Chapter 8: Customizing QuickBooks	
2	10/25/10	Chapter 9: Inventory Assignment #1	
3	11/1/10	Chapter 10: Sales Tax Assignment #2	ASSIGNMENT #1
4	11/8/10	Chapter 11: Time and Billing Assignment #3	ASSIGNMENT #2
5	11/15/10	Chapter 12: Payroll Setup Assignment #4 FINAL PROJECT	ASSIGNMENT #3
6	11/22/10	Chapter 13: Payroll Processing Assignment #5	ASSIGNMENT #4
7	11/29/10	Chapter 14: Estimates and Sales Orders Chapter 15: Budgeting Assignment #6	ASSIGNMENT #5
8	12/6/10	Chapter 16: Adjustments and Year-End Procedures Assignment #7	ASSIGNMENT #6 FINAL PROJECT
9	12/13/10	FINAL EXAM	ASSIGNMENT #7