

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
CIMA 223A - COMPUTERIZED ACCOUNTING: QUICKBOOKS—BEGINNING
#21855 - Campus Course Syllabus
Fall 2013 (8/19/2013 - 10/20/2013)

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

Semester: Fall 2013
Ticket Number: 21855
Room: 244, 248 (lab)

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 and vendors and items
4. Enter and manage cash basis transactions for customers and vendors and reconcile accounts.
5. Create and manage customer invoices and credits, record payments, make deposits.
6. Create and manage vendors' bills and credits, pay bills
7. Create customers and receivable, vendors and payable, business management and financial reports.

Student Resources:

1. Required Book TITLE:
 - **QuickBooks Pro 2013: Comprehensive with 140-day Trial Software**
AUTHOR: Trisha Conlon
PUBLISHER: Labyrinth Learning
ISBN: 978-1-59136-480-1
Buy at [Saddleback Bookstore](#) or www.lablearning.com
 - Textbook comes with a *free student trial edition CD of QB 2013*. If you buy used book with no CD, and do not have access to QB 2013 program, you can use IMC lab computers.
2. One 8 GB Flash drive (USB) for backup.
3. **PC computer** with (XP, Vista, or Win 7 or Win 8), Office 2003, 2007 or 2010 program and Internet connection. MAC computer will ONLY work if you can run PC version of QB 2013 on it. You can always use IMC lab.

Evaluation:

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

Assignments	60%	A = 89.5+ %
Other (Exam, Quiz, Project etc.)	40%	B = 79.5 – 89.4%
Total	100%	C = 70 – 79.4%
		D = 60 – 69%
		F = Less than 60%

Course Completion:

The last day for a drop with a refund
The Pass/ No Pass option

Friday, 8/23/2013
Wednesday, 9/4/2013

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Last day to drop this class without a "W"

Tuesday, 8/27/2013

Last day to drop this class with a "W"

Wednesday, 9/25/2013

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

Class Attendance:

1. Class Attendance and participation is mandatory. You **MUST** come prepared for a fun journey to QB World!
2. Occasional quizzes may be given. You miss it, you lose the points!

Class Drop Policy:

1. You will be dropped if you miss the first class, unless you have notified the instructor in advance.
2. You **MUST** complete a short survey in BB by **8/28/13**. If I do not receive your survey or hear from you by the due date, you will be dropped from the course.
 - Login to BB
 - Go to **Course Tasks/Weekly Tasks/ Week 1/ Survey** link. Alternately you can also go to **Course Tasks/Survey Page/ Survey** link.
 - Follow instructions on BB to download and update the survey file.
 - Submit Survey by the due date.
3. **If you have problems** attending the class, meeting any deadlines, **let me know via email**, and I will try to help you out. Otherwise you may be dropped from the course if there is no attendance or assignment activity for **two weeks or over**.

Class Websites:

For this course we will be using following websites:

1. **BlackBoard (BB)** : <https://Saddleback.blackboard.com>
 - **Firefox** is the recommended browser. *DO NOT* use *IE*, may get unexpected results.
 - BB will be used for *syllabus, weekly tasks, Assignments/project, sending email and discussion board*.
 - **For help:** Visit: BB Help Desk or call toll-free: 1-866-940-8991
2. **Labyrinth Student Resource:** www.labyrinthelab.com/qb13
 - This is a special website created by the Publisher for students and faculty to help in the learning process. For this class, you can use this website for extra course content like **Lesson quiz**.

Class Information:

1. Course information is organized by weeks in BB.
2. Go to **Course Tasks/Weekly Tasks/ Week #** to see all the tasks for the week #.
3. **Weekly Due Dates** table (bottom of document) shows due dates for assignments.
4. To get good grades, you must keep up with the class schedule.
5. You are responsible for reading and **practicing** the book lesson using the given data files.

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6. Every week, you will complete and turn in the required documents as shown in assignment coversheets.

Using QB software:

1. For this class you WILL need to use QB2013 Pro or Premier or Accountant for PC.
2. Text book comes with FREE QB 2013 Accountant version (Trial) which will work for 142 days after you register. You cannot use it for personal business.
3. While installing the free QB 2013 program, when you see QuickBooks Setup screen with **Express Setup**, close this window to see **NO COMPANY OPEN** window.
4. You MUST register the program otherwise *the program will STOP working after few days!!*. After you register, it will work for 142 days Call *Intuit* for registration, just give *you name as company name* and explain that you are using free student version from the text book.
5. The data files given will be in **QB 2013 format**. These **CANNOT** be used with any QB version lower than QB 2013. Example: QB2012, QB2011 etc.
6. If you already have QB2013 PRO or Premier, **do not** install free QB 2013 program use own program instead. You will be using the data files from BB, so will not affect any of your personal company files.

Data Files:

1. Go to the "**Download Data Files\ QB2013 Student Files**" link in BlackBoard and follow instructions to download the QB data files for lessons 1-6.

Using Data Files:

1. Every week, you will use downloaded portable data files for each lesson assignment.
2. You cannot use the portable files directly; first they MUST be restored to a Company (working) file. You will learn this in Lesson 1.
3. For every lesson you will repeat the process of restoring a file for Develop Your Skills, Reinforce Your Skills and Apply Your Skill sections. Use the CORRECT file for each section and assignment.

Assignments:

1. Go to the **Course Tasks/Lesson Assignments/ Lesson# Assignments** link. Alternately, go to **Course Tasks/Weekly Tasks/ Week #/ Lesson# Assignment** link; here # is the lesson number in use.
2. Follow instructions.
3. Read the assignment cover sheet carefully for the instructions **BEFORE** start working on the lesson. Follow the instruction on the coversheet for what you need to complete and submit.
4. Check Syllabus Weekly Schedule for due date. Please adhere to that schedule.
5. For each lesson you will be completing **Develop Your Skills, Reinforce Your Skills** and **Apply Your Skills** exercises.
6. All the printouts needed for an assignment *MUST be submitted together*. Use *Save as Draft* option instead of *Submit* till you have all the necessary files.
7. Your work will be corrected within a week and you can check your grade in BB. Clicking the score will show you instructor's comments.

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8. You will be allowed to correct your mistakes and resubmit.

Communication:

1. Announcements, Email and Discussion Board features of BB will be primarily used for communication.
2. Use Discussion Board Feature of BB if you need help with QB and also try to help your classmates whenever possible.
3. You **MUST** check your Saddleback email regularly. You should forward it to your personal email to make it easy. To send email to instructor use: jchandra@saddleback.edu and Subject: **CIMA223A**.
4. You can **ONLY** send emails from BB, to receive it you must use Saddleback email.

Final Exam:

1. Final Exam will be open book/ notes and have 50 questions.
2. You will have 2 hrs to complete the final.
3. Forms will be provided, just bring #2 pencils.

IMC Lab:

1. Computers in IMC lab (room BGS 248) have been set aside for QB students, and you are welcome to use those during the hours the lab is open.
2. When you enter the lab, you **MUST** login to special computer in front on the lab. Use your StudentID and class. When you leave the lab use Logout. This will keep track of time spent in the lab

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WEEKLY DUE DATES

Week	Projects Assigned	Due Date (Before Midnight)
1 8/21/13	Survey Discussion Board: Introduction Download Data files	8/28/13
2 8/28/13	Lesson 1: Introducing QuickBooks Lesson1Assignment	9/4/13
3 9/4/13	Lesson 3: Working with Vendors Lesson3Assignment	9/11/13
4 9/11/13	Lesson 4: Working with Customers Lesson4Assignment	9/18/13
5 9/18/13	MIDTERM	9/25/13
6 9/25/13	Lesson 5: Banking with QuickBooks Lesson5Assignment	10/2/13
7 10/2/13	Lesson 2: Creating a Company Lesson2Assignment	10/9/13
8 10/9/13	Lesson 6: Correcting and Customizing in QuickBooks Lesson6Assignment	10/16/13
9 10/16/13	Final Exam Final Survey	10/16/13