

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
CIM 223B - COMPUTERIZED ACCOUNTING: QUICKBOOKS—Advance
#14240 - Campus Course Syllabus
Summer 2013 (6/17/2013 - 7/28/2013)

Instructor:	Jyoti Chandra	Semester:	Summer 2013
Email:	jchandra@saddleback.edu	Ticket Number:	14240
Time and day:	Wed 6:00 – 9:55 pm	Room:	244, 248 (lab)

Course Description:

Provides training in advanced business accounting procedures in QuickBooks using Windows environment. It will include inventory setup, employee and payroll 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:

1. Required Book TITLE:
 - **QuickBooks Pro 2012: Comprehensive with 140-day Trial Software**
AUTHOR: Trisha Conlon
PUBLISHER: Labyrinth Learning
ISBN: 9781591364504
 - Buy at [Saddleback Bookstore](#) or www.lablearning.com
 - Textbook comes with a *free student trial edition CD of QB 2012*. If you buy used book with no CD, and do not have access to QB 2012 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 2012 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+ %
Final Project	20%	B = 79.5 – 89.4%
Exam, Quiz	20%	C = 70 – 79.4%
Total	100%	D = 60 – 69%
		F = Less than 60%

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Course Completion:

The last day for a drop with a refund	Thursday, 6/20/2013
The Pass/ No Pass option	Wednesday, 6/26/2013
Last day to drop this class without a "W"	Thursday, 6/20/2013
Last day to drop this class with a "W"	Wednesday, 7/10/2013

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

Class Attendance/drop policy:

1. You will be dropped if you miss the first class, unless you have notified the instructor in advance.
2. If you have problem attending the class, let me know via email, otherwise you may be dropped from the course if you miss class for over two weeks and do not submit assignments on schedule.

Class Websites:

For this course we will be using following websites:

1. **BlackBoard:** <https://Saddleback.blackboard.com>
 - Blackboard will be used for **syllabus, weekly tasks, Assignments, sending email and discussion board.**
 - Save the Syllabus and the Weekly Schedule for your reference in CIM223B folder.

Need more Help?

 - Visit: Blackboard Help Desk or call toll-free: 1-866-940-8991
2. **Labyrinth Student Resource:** www.labyrinthelab.com/qb12
 - This is a special website created by the Publisher for students and faculty to help in the learning process.

Class Information:

1. Course information is organized by weeks in BlackBoard. Click on the Weekly folder within which all the tasks are organized.
2. Follow Syllabus **Weekly Schedule** to get the submit dates for assignments.
3. To get good grades, you must keep up with the class schedule regarding assignments, quizzes etc.
4. You are responsible for reading and **practicing** the book chapter using the given data files.
5. Every week, you will complete and turn in the required assignments as shown in weekly schedule.

Using QB software:

1. For this class you WILL need to use QB2012 Pro or Premier or Accountant.
2. Text book comes with FREE QB 2012 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 2012 program, when you see QuickBooks Setup screen with **Express Setup**, close this window to see **NO COMPANY OPEN** window.

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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 2012 format**. These **CANNOT** be used with any QB version lower than QB 2012. Example: QB2011, QB2010 etc. Data files can be upgraded for QB 2013, but the textbook may not match your screen. Once upgraded to QB 2013, these files cannot be used in QB 2012.
6. If you already have QB2012 PRO or Premier, **do not** install free QB 2012 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 “**QB2012 Student Files**” link in BlackBoard and follow instructions to download the portable QB data files for lessons 7-12.

Assignments:

1. Go to the “**Survey and Assignments**” link on BlackBoard and follow instructions.
2. Read the assignment cover sheet carefully for the instructions **BEFORE** start working on the chapter. Follow the instruction on the coversheet for what you need to complete and submit.
3. Check Syllabus Weekly Schedule for due date. Please adhere to that schedule.
4. For each chapter you will be completing **Develop Your Skills, Reinforce Your Skills** and **Apply Your Skills** exercises.
5. Submit your file(s) to the instructor as specified in the assignment coversheet.
6. Your work will be corrected within a week and you can check your grade in BlackBoard. Clicking the score will show you instructor’s comments.

Communication:

1. Announcements, Email and Discussion Board features of BlackBoard will be primarily used for communication.
2. Use Discussion Board Feature of BlackBoard 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:
ichandra@saddleback.edu and Subject: **CIM223B**.

Final Exam:

Final Exam will be open book/ notes and have 50 multiple choice/true false questions. You will have 2 hrs to complete the final.

Weekly Tasks for the course:

Go to “**Weekly Tasks**” link on BlackBoard and complete all the tasks for the current week.

Academic Honesty:

Each student has to do his or her own work, which is the **ONLY** way to learn. Same file submitted by multiple students will be considered **CHEATING** and all parties will get a zero.

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IMC Lab:

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.

WEEKLY SCHEDULE

Week	Projects Assigned	Due Date
1 6/19/13	Orientation General Introduction 1. Discussion Board: Introduction 2. Data Files download Company Setup Lesson 7: Introducing the Accounting Cycle and Using Classes 1. Lesson7Assignment	6/26/13
2 6/26/13	Lesson 8: Dealing with Physical Inventory 1. Lesson8Assignment Final Project	7/3/13 7/17/13
3 7/3/13	Lesson 9: Using QuickBooks for Payroll 1. Lesson9Assignment	7/10/13
4 7/10/13	Lesson 10: Working with Estimates and Time Tracking 1. Lesson10Assignment Lesson 11: Working with Balance Sheet Accounts and Budgets 1. Lesson11Assignment	7/17/13
5 7/17/13	Lesson 12: Reporting, Closing the books, and Adjusting Entries 1. Lesson12Assignment	7/24/13
6 7/24/13	Final Exam Final Survey	7/24/13