

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION  
**CIMA 223A - COMPUTERIZED ACCOUNTING: QUICKBOOKS—BEGINNING**  
**#20005 - Online Course Syllabus**  
**Fall 2015 (10/12/2015 - 12/16/2015)**

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<b>Instructor:</b>	Jyoti Chandra	<b>Semester:</b>	Fall 2015
<b>Email:</b>	<a href="mailto:jchandra@saddleback.edu">jchandra@saddleback.edu</a>	<b>Ticket Number:</b>	20005
<b>Time and day:</b>	Online	<b>Room:</b>	248 (lab - optional)

**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 basic accounting and QuickBooks components.
2. Describe and setup business customers, maintain sales related business transactions for cash and credit customers and run reports.
3. Describe and setup business vendors, maintain expense related transactions for cash and credit vendors, and run reports.
4. Describe and maintain business banking related transactions, reconcile and run reports.
5. Describe, create and run business management and financial reports.
6. Describe and define setting up a new company file for a business.

\* Student Learning Outcome

**Student Resources:**

1. Required Book TITLE: You have two options. Level 1 book is cheaper option and will work if you are only taking QB beginning class. If you want to take QB advance class also, then select second option. Comprehensive book includes level 1 chapters 1-5 and advance topic chapters 6-12.

**OPTION 1:** (Recommended – content for **beginning class only**)

**QuickBooks Pro 2015: Level 1 with 140-day Trial Software**

AUTHOR: Trisha Conlon

PUBLISHER: Labyrinth Learning

ISBN: **978-159136-784-0**

**OPTION 2:** (Content for **beginning and advance class**)

**QuickBooks Pro 2015: Comprehensive with 140-day Trial Software**

AUTHOR: Trisha Conlon

PUBLISHER: Labyrinth Learning

ISBN: **978-159136-779-6**

- Buy at [Saddleback Bookstore](#) or [www.lablearning.com](http://www.lablearning.com)
  - Textbook comes with a *free student trial edition CD of QB 2015*. If you buy used book with no CD, and do not have access to QB 2015 program, you can use IMC lab computers. Three textbooks will be available in the lab, which you can borrow while you work there.
2. One 8 GB Flash drive (USB) for backup.

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3. **PC computer** with (XP, Vista, or Win 7 or Win 8), Office 2007, 2010 or 2013 program and Internet connection. MAC computer will ONLY work if you can run PC version of QB 2015 on it. You can always use IMC lab.

**Evaluation:**

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

Assignments	50%	A = 89.5+ %
Quizzes, Tests and Final Exam	50%	B = 79.5 – 89.4%
<b>Total</b>	<b>100%</b>	C = 70 – 79.4%
		D = 60 – 69%
		F = Less than 60%

**Course Completion:**

Students are responsible to drop the course or select Pass/No according to College policies. Check the pass/ no pass or drop dates for course. These options are handled through Admissions and Records and are the **responsibility of the student**

- Drop with Refund by:** ☀ Friday, 10/16/2015  
**Elect Pass/No Pass by:** ☀ Thursday, 10/29/2015  
**Drop without 'W' Grade by:** ☀ Wednesday, 10/21/2015  
**Drop with 'W' Grade by:** ☀ Friday, 11/20/2015

**Class Attendance:**

1. This is a total online class.
2. Class Attendance will be passed on your task completion and participation. You **MUST** be prepared for a fun journey to QB World!

**Class Drop Policy:**

1. You **MUST** complete a short survey in BB by **Monday 10/19/15** to stay in the class.
  - 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.
2. **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 Website:**

- BlackBoard (BB) :** <https://Saddleback.blackboard.com>
- **Chrome** is the recommended browser. **DO NOT use IE**, may get unexpected result.
  - 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

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**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 chapter using the given data files.
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 QB2015 Pro or Premier or Accountant for PC.
2. Text book comes with **FREE QB 2015** Accountant version (Trial) which will work for 140 days after you register. You cannot use it for personal business.
3. While installing the free QB 2015 program, when you see QuickBooks Setup screen with **Express Setup**, close this window to see **NO COMPANY OPEN** window.
4. After you start using the program, QB will remind you to register the program. You *MUST register the program otherwise the program will STOP working after 30 days!!* You will register online after which it will work for 140 days. If necessary, 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 portable format for **QB 2015**. QB Files are NOT backward compatible meaning these **CANNOT** be used with any QB version lower than QB 2015. Example: QB2014, QB2013 etc.
6. If you already have QB2015 PRO or Premier, **do not** install free QB 2015 program and use own program instead. You will be using the data files from BlackBoard, so will not affect any of your personal company files.

**Weekly Tasks for the course:**

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

**Assignments:**

1. Assignments for chapters 1-5 in will be used in this class.
2. Go to the **Course Tasks/Chapter Assignments/ Chapter# Assignments** link. Alternately, go to **Course Tasks/Weekly Tasks/ Week #/ Chapter# Assignment** link; here # is the chapter number in use.
3. Follow instructions.
4. 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.
5. Check Syllabus Weekly Schedule for due date. Please adhere to that schedule.
6. For each chapter you will be completing **Develop Your Skills, Reinforce Your Skills** and **Apply Your Skills** exercises.
7. 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.

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8. 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.
9. 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](mailto:jchandra@saddleback.edu) and Subject: **CIMA223A**.
4. You can **ONLY** send emails from BB, to receive it you must use Saddleback email.

**Quizzes, Tests and Final Exam:**

1. Quizzes: Every chapter will have a quiz and must be completed in one sitting. You will be allowed two attempts for each quiz.
2. Tests: These will be project based. You will complete and upload the reports. No resubmits.
3. Final Exam: 50 Multiple choice questions. Two hour time and must be completed in one sitting. One attempt.

**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.

Fall 2015 Lab Schedule:

Monday – Thursday: 8:30 am – 7:00 pm

Friday – Closed

Saturday – 9:00 am – 1:00 pm

*This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.*

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**WEEKLY DUE DATES**

Week	Projects Assigned	Due Date (Before Midnight)
1 10/12/15	<b>Survey</b> <b>Discussion Board: Introduction</b> <b>Discussion Board: Life Lessons</b>	10/19/15
2 10/19/15	Chapter 1: Introducing QuickBooks <b>Ch1Assignment</b> <b>Ch1Quiz</b>	11/2/15
3 10/26/15	Chapter 3: Working with Customers <b>Ch3Assignment</b> <b>Ch3Quiz</b>	11/9/15
4 11/2/15	Chapter 4: Working with Vendors <b>Ch4Assignment</b> <b>Ch4Quiz</b>	11/16/15
5 11/9/15	<b>Test Chapter 3</b>	11/23/15
6 11/16/15	Chapter 5: Banking with QuickBooks <b>Ch5Assignment</b> <b>Ch5Quiz</b>	11/30/15
7 11/23/15	Chapter 2: Creating a Company <b>Ch2Assignment</b> <b>Ch2Quiz</b>	12/7/15
8 11/30/15	<b>Test Chapter 4</b>	12/14/15
9 12/7/15	<b>Final Exam</b> <b>Final Survey</b>	12/14/15