

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIMA 223B – Computerized Accounting: QuickBooks - Advanced

Instructor: Scott W. Cospers

Email: scosper0@saddleback.edu

Ticket No: 80075

Semester: Spring 2018, second 8 week course beginning Tuesday March 27th, 2018.

Time & Day: Tuesdays, 7:00 PM to 9:50 PM

Room: BGS 233

COURSE DESCRIPTION

This course provides training in advanced business accounting procedures in QuickBooks using the Windows environment. Includes inventory setup, employee and payroll set up, sales tax setup, estimated, time tracking, pass through expenses, and adjustment and year end procedures.

COURSE OBJECTIVES/LEARNING OUTCOMES:

Students participating in this class will:

1. Describe and define how to set up inventory items and process inventory transactions with sales taxes.
2. Describe and define employee setup and payroll items.
3. Manage payroll transactions
4. Describe and define estimates and progress invoicing.
5. Describe and define time and billing tracking.
6. Describe and define adjustments and year-end procedures.

Students completing this course satisfactorily will be able to:

1. Set up inventory items and process inventory transactions with sales taxes.
2. Analyze and enter year-end transactions for a company file.
3. Students will be able to enter payroll related business transactions and run reports
- 4.

STUDENT RESOURCES:

1. Text: **QuickBooks Pro 2015: Comprehensive with 140-day Trial Software and eLab**
Author: Trisha Conlon
Publisher: Labyrinth Learning
ISBN: 978-159136-784-0
 - Check best price at Saddleback Bookstore or www.Lablearning.com
 - Textbook comes with a free student trial edition CD of QB 2015
2. One 8 GB USB flash drive for backup.
3. PC Computer with Windows 7 or above, Office 2013 or 2016 (Word and Excel) and an internet connection.

PLEASE NOTE – The MAC version of QB2015 will NOT work for the class. MAC computers will only work if you can run the PC version of QB 2015. You can always use the IMC lab.

POLICIES AND PROCEDURES:

Check Announcements in Canvas and elab (www.labyrinthelab.com) and MySite (Saddleback College email) daily. Regular class room and online attendance is expected. Assignments/exams must be submitted by due date scosper0@saddleback.edu.

When submitting assignments, in the subject line specify semester and course, your last and first name and assignment number. **Send emails from your Saddleback College email account.**

Grading – 45 homework problems total 50% of grade or 50 points, 5 chapter tests total 35% of grade or 35 points and one final of 15% of grade or 15 points, 100 points in total. Grading will be as follows:

Grade	Point range	%
A	90 – 100	90% - 100%
B	80 – 89	80% - 89%
C	70 – 79	70% - 79%
D	60 – 69	60% - 69%
F	0 – 59	0% – 59%

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams or homework will subject a student to sanctions stipulated by school disciplinary proceedings.

Drop dates for short courses come quickly. If you miss the first class, you will likely be dropped.

IMPORTANT DATES:	Last day to add:	Monday 04/02/18
	No Penalty Drop Date:	Friday 03/30/18
	Pass/No Pass Date:	Tuesday, 04/10/18
	Last day to Drop without W:	Monday 04/02/18
	Last day to drop with W:	Tuesday 05/01/18

Pass/No Pass – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive credit.

WITHDRAWAL: It is the student's responsibility to withdraw from the class by the appropriate dates.

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. If you have a disability and require accommodations, please contact the Special Services office in the Student Services Center for additional information. All information will remain confidential.

The course schedule is subject to change and may be modified.

Schedule of Activities for CIMA 223A & B - Beginning QuickBooks
Spring 2018 Ticket 80070 & 80075
Tuesdays 7:00 PM to 9:50 PM

Students who are prepared consistently do better than those who are not. All assignments will be covered in class as time permits. This schedule may also be subject to change.

10	Wed Mar 27	Introduction and some basic accounting. Quick review of first 8 weeks. Ch 11 selected items.
11	Wed Apr 3	Chapter 6 Physical Inventory
12	Wed Apr 10	Inventory Contined
13	Wed Apr 17	Chapter 7 Working with Balance Sheet Accounts
14	Wed Apr 24	Chapter 8 Payroll
15	Wed May 1	Chapter 8 Payroll
16	Wed May 8	Chapter 9 Estimates & Time Tracking
17	Wed May 15	Chapter 12 Adjusting and closing
18	Wed May 22	Final for 233B