

VALENCIA COLLEGE

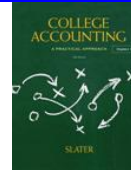
Valencia College-Osceola Campus Business, Accounting and, ITS Technology Department Basic Accounting (APA1111C-17477)-Fall 2014

Course: APA1111C S02 /**CRN:** 17477
Term: Fall 2014 (8/25/2014-12/14/2014)
Meeting times and Locations: Online

Course name: Basic Accounting
Instructor: Mabel Machin, CPA, CGMA, MPA

Textbooks required: (both required):

Materials are available on Valencia- Osceola Bookstore (online or site): <http://valenciacollege.edu/bookstore/>



College Accounting Chap 1-12 W/S.G. & Working Papers (Mal)

Author: Slater ISBN: 9780133034431 Status: Required

The package includes a MAL CODE (My accounting Lab) for Online Access to homework, online quizzes and Exams, a printed and e-book textbook (College Accounting 12th), study guide, and end-of-chapter problems working papers. Student's addiotnal textbook resources: <http://www.pearsonhighered.com/slater/>



Computer Accounting Essentials W/QuickBooks 2012 (W/Cd Only)

Author: Yacht/Crosson ISBN: 9780077636869 Status: Required

The essentials textbook should include (2) two CD's: a QuickBooks's software CD (trial software for 180 days) and a CD with all necessary data files.

Equipment/Time Requirements: A calculator (simple/Basic functions= +,-, X and /), equipment or computer Access to Valencia's online Backboard (BB) to work on your online course (at least 4 times per week) and a small flshsrive to backup all work done and save/submit frequently. As part of your educational career, you will have to work on time management skills and prioritize; please separate around 6-8 hours on a weekly basis to work on the course. A 3 credit course is expected to utilize 3-9 hours, as minimum, of your weekly schedule. Please plan accordingly and I am posting all due dates, all assignments and materials for you to work on. Some students will go faster, others slower, do not PANIC! Please contact me for any concerns... I am here to support and help you succeed in the course. If you have any concerns, please contact me (at my cell) ASAP to make additional arrangements.

Online/Office Hours: You can reach me by e-mail, text, google hangout, Blackboard chat or cell phone. READ the contact guidelines that are detailed on this syllabus for more details. I do not have Official office hours but, I have separated availability OfNLINE on weekdays from 8:00am-9:00am (Weekdays).

The fastest way to reach me is by email at mmachin1@valenciacollege.edu or profmachin@gmail.com and by cell phone/text at 407-620-0432. Use your professional/business etiquette when calling and leaving messages at the office phone. In order to provide the fastest and accurate reply to your concern please visit the communicating or interacting with the professor guidelines detailed below.

Course Description: Basic Accounting Instruction and practice in fundamentals of financial record keeping and reporting. Accounting tasks will be performed by hand and using appropriate software. Topics include completing the accounting cycle, controls over cash, and accounting for payroll. (Special Fee: \$20.00). The course is a 3 credit course including 1 Lab credit course.

Distance learning Education:

As A Distance Learning (online) student you should read the Valencia College 2014-2015 Catalog and the distance learning information at <http://catalog.valenciacollege.edu/distancelearning/>. Additional help, educational, Technology, OIT, Blackboard and online student resources are included in this Valencia's website: valenciacollege.edu/oit/learning-technology-services/student-resources/

Major Course APA-1111 Student Learning Outcomes:

Students demonstrate their quantitative and critical thinking abilities by mastering the following course objectives and apply college-wide student core competencies*:

1. **The student will be able to analyze and record business transactions.**
 - a. Including, but not limited to, proper identification and classification of accounts as assets, liabilities, and owner's equity accounts and understanding/assessing and calculations of transactions in the traditional fundamental accounting equation.
2. **The student will be able to prepare end of period adjusting and closing entries.**
 - a. Record the effects of transactions on the fundamental accounting equation.
 - b. Record transactions in a general journal, post transactions to a general ledger, and prepare a trial balance, all in proper format.
3. **The student will be able to prepare the basic financial statements in good form.**
 - a. Use a trial balance to prepare income statements, statements of retained earnings and balance sheets in proper format.
4. **The student will be able to control cash and prepare a bank reconciliation.**
 - a. Including Bank reconciliation, cash internal control, Assets/Accounts Receivable (AR)/Collections and Liabilities Accounts Payable (AP) disbursements procedures.
5. **The student will be able to account for payroll and prepare a payroll register.**
 - a. Including Employer and Employee tax related functions, disbursements and monthly, quarterly or annual payroll required calculations
6. **The student will be able to complete accounting tasks using appropriate software.**

***Students Core Competencies:**

In addition, the course will attempt to generally integrate core competencies identified in Valencia's 2014-2015 catalog (pages 273-275) and/or Valencia College Student info website: <http://valenciacollege.edu/competencies/>. Valencia College a learning institution is dedicated to the enhancement of your professional, personal, educational, and professional skills. As part of our mission we integrate a TVCA learning approach to our courses:

T= THINK - Think clearly, critically, and creatively analyze, synthesize, integrate, and evaluate in many domains of human inquiry, students employ the facts, formulas, procedures of the discipline, Employ values and standards of judgment from different disciplines, evaluate your own and others' values from individual, cultural, and global perspectives circumstances, individually and in groups and in your personal, professional, and community life

V= VALUE - Make reasoned value judgments and responsible commitments, students apply disciplinary knowledge, skills, and values to educational and career goals, evaluate your skills and values from individual, cultural, and global perspectives circumstances, value individual and groups contributions and promote growth in your personal, professional, and community

C= COMMUNICATE - Communicate with different audiences using varied means. Students employ methods of communication appropriate to your audience and purpose.

A=ACT - Act purposefully, reflectively, and responsibly- students apply disciplinary knowledge and skills to perform complex and technical evaluations and calculations.

APA111- Specific Learning Course Outcomes (SLO):

1. The student will be able to analyze and record business transactions.

Student will be able to demonstrate knowledge of debit and credit rules (normal account balances). (**Think**)

Student will be able to prepare journal entries with brief explanations. (**Think**)

Student will be able to utilize special purpose journals, as needed. (**Think**)

Student will be able to Set up and use T-Accounts or four column ledgers. (**Act**)

Student will be able to determine the correct account balance periodically. (**Act**)

Student will be able to Identify account balances that may not be normal (find errors). (**Act**)

2. The student will be able to prepare end of period adjusting and closing entries.

Student will be able to apply the accrual concept to revenues and expense recognition. (**Think**)

Student will be able to Prepare and post adjusting entries in good form. (**Think**)

Student will be able to Prepare and post-closing entries in good form. (**Think**)

Student will be able to Prepare an after adjusting and after closing trial balance. (**Think**)

Student will be able to determine which accounts are temporary/permanent in nature. (**Think**)

3. The student will be able to prepare the basic financial statements in good form.

Student will be able to prepare a multiple step income statement in good form. (**Communicate**)

Student will be able to prepare a statement of changes to owner's equity statement in good form.

(**Communicate**)

Student will be able to prepare a classified balance sheet in good form. (**Communicate**)

Student will be able to demonstrate knowledge of how FS articulate to each other. (**Communicate**)

4. The student will be able to control cash and prepare a bank reconciliation.

Student will be able to demonstrate knowledge basic internal controls over information. (**Act**)

Student will be able to prepare a bank reconciliation. (**Act**)

Student will be able to prepare adjustments to reconcile cash to the correct end of period balance. (**Act**)

5. The student will be able to account for payroll and prepare a payroll register.

Student will be able to compute gross EE earnings for a period. (**Think**)

Student will be able to compute net EE earnings for a period. (**Think**)

Student will be able to prepare a payroll register. (**Think**)

Student will be able to prepare all payroll related JE and post to the appropriate ledgers. (**Think**)

6. The student will be able to complete accounting tasks using appropriate software.

Student will be able to step-up a new company or download data files. (**Think**)

Student will be able to update the chart of accounts. (**Think**)

Student will be able to modify accounting information system default information (e.g. credit terms). (**Think**)

Student will be able to complete each step in the accounting cycle using software. (**Think**)

Course Format.

Online or Distance Learning courses consists of synchronous/asynchronous instruction, discussion postings, exercises, cases and problem solving. Students are encouraged to ask (post) questions and share their experiences as they relate to accounting or their professional career development.

In order to be successful in this class, students must attend, it means login online and actively participate in class in a regular basis, that means login at least three time a week, be prepared, read, completing assigned reading and homework and discuss material posted.

The course utilizes online resources, MAL (My accounting Lab) platform form all sections, and this is an integration of your Valencia Blackboard course and the textbook author/publisher's resources. The MAL Access code and registration provides access to the course's quizzes, exams, practices and other valuable resources to help you successfully complete the course. I will provide an attachment with more information at the Blackboard course classroom.

Note: The MAL (My Accounting LAB) code for online access is necessary to successfully complete all required graded material and other necessary skills; in addition to assessments and resources the online MAL system includes a full e-book for further reference. The MAL access code is included in your College Accounting book package, if you have any issues with MAL codes, online access or any other items on the course, please Contact me immediately!

Homework:

It is imperative that homework be done as assigned. This is one of the best ways of keeping up with the course work. If you fall behind it is very difficult to make up for the lost time. Students are expected to read the chapters assigned prior to the classroom discussions of these chapters. Specific homework problems and other assignments, including in-class activities, will be assigned periodically throughout the course. Homework assignment requirements and due dates will be listed on each assignment sheet. The assigned homework is the minimum that you should prepare to successfully complete this course. Students are encouraged to complete as many of the exercises and problems from the text as they need to accomplish the course learning objectives. YOU are responsible to turn in ANY AND ALL homework before the DUE date, the late work will lose 50% of the total of the homework.

Makeup Test policy:

If you need to make up a test you can elect to complete a second QuickBooks case as a makeup grade. This must be a written request, via email to mmachin1@valenciacollege.edu, to faculty before November 15, 2014. To take the make-up exam you must provide verifiable evidence that you missed the test for reasons beyond your control. All tests are scheduled on the calendar page. Unless otherwise noted in class students are expected to know the formulas and computations used to solve problems.

Student Conduct, Academic Integrity and Academic Dishonesty.

A few comments regarding academic integrity are in order. A successful education experience requires a high level of trust between the instructor and students. As a student, you must trust that I will respond to questions, grade homework and exams, and manage the class in a fair and impartial manner. You also expect that I will respond to your requests quickly and in a professional way, and that the grades that you earn in the class are accurate measures of your mastery of the learning objectives set forth in the syllabus. As the instructor, I expect that you will put forth your best efforts to complete the requirements of the course, and that you will quickly respond to my requests in a professional manner. Group collaboration and discussion are valuable learning tools, and that we will use classroom activities for those purposes. Maintaining academic integrity in this course is a high priority. Accordingly, I expect that **ALL WORK THAT YOU SUBMIT IN THIS COURSE WILL BE THE PRODUCT OF YOUR OWN EFFORTS**, and should you utilize legitimate outside sources, that you will cite those sources using proper formats. **Please be advised that I will take whatever steps I deem necessary to preserve the academic integrity of this course. For further information read the Valencia policy posted here:**

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. All work submitted by students should be the result of their own efforts. Review the Academic Dishonesty policy at the following site:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0

Classroom Protocol:

When entering the job market, you will quickly find that success in business requires much more than adequate technical training. Some of these factors you should begin developing now if you have not already developed them. These qualities are: Dependability: (participate regularly), Punctuality (turn homework on time), Courtesy: (be courteous and be civil in discussions and all written and blog communications) and Motivation (be adequately prepared for class)

The instructor's email is provided for concerns and questions, such as missing an exam and brief questions about specific assignments. Messages should consist of your name, your class and class time, and a brief message. Due to the problem of "phone tag", student phone calls will normally be returned during office hours. Emails with specific questions will be answered as soon as possible, usually within 24 hours. Students who need more than a brief response should arrange a meeting with the instructor during the posted office hours.

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment whether online or face-to-face rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to unenroll from the online course. Violation of any classroom or Valencia's rules may lead to disciplinary action up to; and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct policy at this Valencia Website: http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

Valencia Rules and Dates for Drop/Refund and Course Withdrawal (W):

A student who do not login regularly, maintain regular online participation maybe withdrawn by the professor. The above terms are defined as; regular participation is defined as no active participation on the online classroom for more than two weeks. A student might be withdraw by the faculty at any time during the term and receive a W if the request is done before the FINAL EXAMS WEEK. NO EXCEPTIONS!!! The **Grade Period for a Drop and Refund deadline**, as indicated on the Valencia Academic Calendar, is **September 2, 2014** (11:50P.m. EST). The Valencia Catalog Policy (Valencia Catalog) - Academic Withdrawal procedures are posted here:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>

Any student who withdraws from class before the withdrawal deadline of November 7, 2014 at 11:58pm (EST) will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy please go to:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>.

Computer Use Policy.

Use of computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to: Use of computer to send E-mail or access Internet sites not specifically assigned in class. Use of computer for job, internship, homework or other activities not assigned in class. Modifying any hardware or software system configuration or setting. Activities not in accordance with the Valencia Student Code of Conduct. Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

Grading and evaluation:

Your grade in this class will be determined based on items below.

Graded Items	Points	% of Total
Syllabus (read and details about syllabus assessment)	50	6%
Unit Exams: Two Exams (2 proctored exams @150 points each)	300	37 %
College Accounting Hmwrk: (MAL) My Accounting Lab (10 ch. @12 points each s each)	120	15%
After Lecture Quizzes: MAL (10 chapters @ 12 each)	120	15%
Participation on Discussion forums (15 items @ 4 points each)	60	7%
Computer Accounting Essentials Quizzes (6@10 points each)	60	7%
Computer Accounting essentials exercises (6 chapters @ 10 each)	60	7%
Final Case – Computer Accounting Essentials- QuickBooks Case	50	6%
Total points	820	100%
Grading (Letter) scale		

Grade	Scale
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% – 69%
F	Less than 60%

Academic Learning Support Center Contact information:

Labs & Tutoring: Information Desk: 407-582-4250 Writing Center: 407-582-4557

The Learning Center, Osceola Campus (OSC) mission is to provide an engaging and supportive environment where students can pursue a wide range of digital and traditional learning opportunities. We provide a range of academic services including academic tutoring, online tutoring, and assistance with your writing assignments, CPT review sessions, and student-friendly computer workshops. Also, in our spacious computer area, you will find friendly staff that will help you with the software needed for your academic assignments. The hours of operations are: **Spring & Fall 2014 Term hours of operations:**

Monday-Thursday: 8:00 am- 9:00 pm Friday: 8:00 am- 5:00 pm
Saturday: 8:00 am- 12:00 pm Sunday: Closed

For specific tutoring times, please access the Learning Support Calendar (Fall 2014) here:

<http://valenciacollege.edu/osceola/learningcenter/documents/LSCalendar14.15.pdf>

OTHER OSCEOLA LABS AND CENTERS:

Library: 4-202, Math Depot: 4-121, Testing Center: 4-248 (for all Proctored Tests), Academic Systems:1-144 , Answer Center: 2-150, Graphics Lab:1-246, Atlas Lab: 2-130 Language Lab: 3-103, Assessment Ctr (CPT): 4-248 and Student Development Center : 2-131. Link: <http://valenciacollege.edu/osceola/mainlab/>

Communication, Technology, Course Delivery and Access links:

The following are IMPORTANT LINKS to the course:

- ✓ Valencia's home page: <http://valenciacollege.edu/>
- ✓ Blackboard Online course portal: Blackboard Course Access <https://online.valenciacollege.edu/>
- ✓ Student Services Osceola ID CARDS/Library/Answer Ctr: <http://valenciacollege.edu/osceola/student-services/>
- ✓ Learning Center at the Osceola campus: <http://valenciacollege.edu/osceola/learningcenter/>
- ✓ Valencia's Learning Support (EAST/West/WP/OSC/Lake Nona): <http://valenciacollege.edu/learning-support/browse-by-campus.cfm>
- ✓ Valencia Academic Calendar 2014-2015: <http://valenciacollege.edu/calendar/>
- ✓ Withdrawal Dates (Course info: Full Term 15 Weeks course): <http://valenciacollege.edu/calendar/>

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The Osceola Campus Office is located in Building 2, Room 102.

Link: <http://valenciacollege.edu/osd/>

Valencia I.D. Cards

A Valencia I.D. Card is required in order to use the LRC, Testing Centers, and to take any proctored test. NO DRIVER LIC OR other id forms!!!! The ID Cards are free and can be obtained in the Student Development office Building 4. Valencia ID cards are required for Library, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services. <http://valenciacollege.edu/osceola/student-services/>

Disclaimer.

Changes may be made at any time and any such changes will be announced in class. It is your responsibility to be aware of any announcement(s) and/or changes made to this syllabus.

Test Schedules				
Test	Chapters	Open	Close (due)	Where?
Proctored Test #1	Chapters 1-2-3-4-5	10/6/2014	10/11/2014	Any Valencia Testing Center
Proctored Test #2	Chapters 6-7-8-9-10-11	12/8/2014	12/11/2014	Any Valencia Testing Center
Final Case	QuickBooks (Project)		12/12/2014	Blackboard

General Course Outline:

Note that all due items are on Monday at 11pm, the tests are timed and only ONE attempt is allowed on each test. The homework and after lecture quizzes are due on Monday at 11pm and two attempts per chapter are allowed. The homework will closed on the indicated date and after that day, you can only earn 50% of the points or less.

Week #1: 8/25/2014-8/31/2014

Introduction and Syllabus Review: Class Survey, Comprehensive project assignments, Syllabus discussion and QuickBooks tour.

Chapter 1: Accounting Concepts and Procedures

After studying Chapter 1, your students should gain proficiency in the following:

- Defining and listing the functions of accounting.
- Recording transactions in the basic accounting equation.
- Seeing how revenue, expenses, and withdrawals expand the basic accounting equation.
- Preparing an income statement, a statement of owner's equity, and a balance sheet.

To do after lecture: (due on Monday Sept 1 at 11pm)

1. Readings:
 - a. Read: College Accounting (Slater) Textbook Chapters 1
2. Homework:
 - a. Complete the Technology and Syllabus Quiz (50 points)
 - b. Discussion posting #1 (Your introduction) (4 points)
 - c. Discussion posting #2(Course Goals/ Plan) (4 points)

Week #2: 9/1/2014 -9/7/2014

Chapter 2: Debits and Credits: Analyzing and Recording Business Transactions

After studying Chapter 2, your students should gain proficiency in the following:

- Setting up and organizing a chart of accounts.
- Recording transactions in T accounts according to the rules of debit and credit.
- Preparing a trial balance.
- Preparing financial statements from a trial balance.

Computer Accounting Essentials Textbook: Preface

A. Read preface

Computer Accounting Essentials Textbook: Chapter 1: Software installation and creating a new company.

1. Understand how to access and install the trial version at their personal computer
2. Create and learn how to navigate the new company menu

To do after lecture: (due on 9/8/2014 at 11pm)

1. Readings:
 - a. Read: College Accounting (Slater)Textbook Chapters 2
 - b. Read: Computer Accounting Essentials QuickBooks Pro 2010- Preface.
 - c. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 1.
2. Homework :
 - a. College Accounting(Slater) Chapter #1+2 Homework (My Accounting Lab): 12 points each each
 - b. After Lecture Quizzes (my Accounting Lab) Lecture Quizzes Chapters 1 and 2: 12 points each.
 - c. Complete Computer Accounting essentials QuickBooks Chapter#1 Quiz (10 points).
 - d. Complete Computer Accounting essentials QuickBooks Chapter#1 exercise (10 points).
 - e. Discussion posting #3 (4 points)

Week #3 and #4: 9/8/2014-9/14/2014 and 9/15/2014-9/21/2014

College Accounting Textbook: Chapter 3: Beginning the Accounting Cycle

After studying Chapter 3, your students should gain proficiency in the following:

1. Journalizing: analyzing and recording business transactions into a journal
2. Posting: transferring information from a journal to a ledger.
3. Preparing a trial balance.

Computer Accounting Essentials Textbook: Chapter 2: Exploring QuickBooks

Review all QuickBooks's menu, sample business, overview of the product 2010, help menu and internal control features.

To do after lecture: (all due Monday 9/22/2014 at 11pm)

1. Readings:
 1. Read: College Accounting Textbook Chapter 3
 2. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 2.
2. Homework
 1. Computer accounting essentials QuickBooks Chapter#2 Quiz: 10 points.
 2. Computer accounting essentials QuickBooks Chapter#2 exercises: 10 points.
 3. Discussion posting #4 (4 points)

Week #5: 9/22/2014-9/28/2014

Chapter 4: The Accounting Cycle Continued

After studying Chapter 4, your students should gain proficiency in the following:

1. Adjustments: prepaid rent, office supplies, depreciation on equipment, and accrued salaries.
2. Preparation of adjusted trial balance on the worksheet.
3. The income statement and balance sheet section of the worksheet.
4. Preparing financial statements from the worksheet.

To do after lecture: (all due Monday 9/29/2014 at 11pm)

Readings: Read: College Accounting Textbook Chapter 4

Homework:

1. College Accounting(Slater) Chapter #3 and #4 Homework (My Accounting Lab): 12 points each
2. After Lecture Quizzes (my Accounting Lab) Chapters 3 and 4: 12 points each.
3. Discussion posting #5 (4 points)

Week #6: 9/29/2014-10/5/2014

Chapter 5: The Accounting Cycle Completed

After studying Chapter 5, your students should gain proficiency in the following:

1. Journalizing and posting adjusting entries
2. Journalizing and posting closing entries
3. Preparing a post-closing trial balance.

Computer Accounting Essentials Textbook: Chapter 3: New Company Setup for Merchandising Business

Learning Objectives: Understand and create a new merchandising business with preferences, chart of accounts, check register, account reconciliation and reporting financial statement.

To do after lecture: (all due Monday 10/6/2014 at 11:00pm)

1. Readings:
 - a. Read College Accounting (Slater) Chapter 5
 - b. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 3.
2. Homework :
 - a. College Accounting(Slater) Chapter 5 Homework (My Accounting Lab): 12 points each
 - b. After Lecture Quizzes (my Accounting Lab) Chapter 5: 12 points each
 - c. Computer accounting essentials QuickBooks Chapter#3 Quiz: 10 points.
 - d. Computer Accounting essentials QuickBooks Chapter#3 exercises: 10 points
 - e. Discussion posting #6 (4 points)

Week #6: 10/6/2014- 10/12/2014

Test #1 Week! Chapters 1-2-3-4-5: Proctored Test (150 points)

To do for test due Saturday 10/11/2014 at 9:00am)

1. Readings:
 - a. Read College Accounting (Slater) Chapters 1- 5
 - b. Read: Test Review and Study Guide for Chapter 1-5
2. Homework : Discussion posting #7: Test Prep and feedback (4 points)

TEST #1 opens on 10/6/2014 and due (closes) 10/11/2014

Week #7: 10/13/2014-10/19/2014

Chapter 6: Banking Procedures and Control

After studying Chapter 6, your students should gain proficiency in:

1. Depositing, writing, and endorsing checks for a checking account.
2. Reconciling a bank statement.
3. Establishing and replenishing a petty cash fund; setting up an auxiliary petty cash record.
4. Establishing and replenishing a change fund.
5. Handling transactions involving cash short and over.

To do after lecture: (all due at 10/20/2014 11pm)

1. Readings: Read: College Accounting Textbook Chapter 6
2. Homework: Discussion posting #8 (4 points)

Week #8: 10/20/2014 – 10/26/2014

Chapter 7: Calculating Pay and Payroll Taxes: The Beginning of the Payroll Process –

After studying Chapter 7, your students should gain proficiency in:

1. Calculating gross pay, employee payroll tax deductions for federal income tax withholding, state income tax withholding, FICA (OASDI, Medicare), and net pay.
2. Calculating employer taxes for FICA (OASDI, Medicare), FUTA, SUTA, and worker's compensation insurance.
3. Preparing a payroll register.
4. Maintaining an employee earnings record

Computer Accounting Essentials Textbook: Chapter 4: Working with inventory, Vendors, and Customers.

Learning Objectives: Learn to enter, create and manage vendors, bills, customer's records, payments and create vendor/customer reporting.

To do after lecture: (all due 10/27/2014 at 11pm)

1. Readings:
 1. Read Chapter 7 College Accounting Textbook

2. Read: Chapter Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 4.
2. Homework :
 1. College Accounting(Slater) Chapter 6 and 7 Homework (My Accounting Lab): 12 points each s each
 2. After Lecture Quizzes (my Accounting Lab) Chapter 6 and 7: 12 points each s each.
 3. Computer accounting essentials QuickBooks Chapter#4 Quiz: 10 points.
 4. Computer accounting essentials QuickBooks Chapter#4 exercises: 10 points.
 5. Discussion posting #9 + 10 (8 points)

Week #9 and 10: 10/27/2014-11/2/2014 and 11/3/2014-11/9/2014

Chapter 8: Paying, Recording, and Reporting Payroll Taxes: The Conclusion of the Payroll Process

After studying Chapter 8, your students should gain proficiency in:

1. Recording payroll and payroll taxes.
2. Paying payroll and recording the paying of payroll.
3. Calculating employer taxes for FICA OASDI, FICA Medicare, FUTA, SUTA, and workers' comp. insurance.
4. Paying FUTA, SUTA, and workers' compensation insurance.
5. Preparing forms W-2, W-3, 941, and 940.

To do after lecture: (all due 11/10/2014 at 11pm)

1. Readings:
 1. Read: College Accounting Textbook Chapter 8
2. Homework :
 1. College Accounting(Slater) Chapter 8 Homework (My Accounting Lab): 12 points each s
 2. After Lecture Quizzes (my Accounting Lab) Chapter 8: 12 points each
 3. Discussion posting #11+12 (8 points)

Week #11: 11/10/2014- 11/16/2014

Chapter 9: Sales and Cash Receipts and Chapter 10: Purchases and Cash Payments

To do after lecture: (all due 11/17/2014 at 11pm)

1. Readings:
 1. Read: College Accounting Textbook Chapter 9 and 10
2. Homework :
 1. College Accounting(Slater) Chapters 8 and 9 Homework (My Accounting Lab): 12 points each
 2. After Lecture Quizzes (my Accounting Lab) Chapters 8 and 9: 12 points each s each.
 3. Discussion posting #13 (4 points)

Week #11: 11/17/2014- 11/24/2014 Week #12 – 11/24/2014- 11/30/2014 Holiday- Thanksgiving Weekend

Chapter 11 Preparing a Worksheet for a Merchandise Company and Chapter 12: Completion of the Accounting Cycle for a Merchandise Company

Computer Accounting Essentials Textbook: Chapter 5: Accounting Cycle and Year-End.

Learning Objectives: Complete accounting cycle and close the year.

To do after lecture: (all due 12/1/2014 at 11pm)

1. Readings:
 1. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 6.
 2. Read: College Accounting Textbook Chapter 11 and 12
2. Homework :
 1. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 6.
 2. College Accounting(Slater) Chapters 11 and 12 Homework (My Accounting Lab): 12 points each (Extra*)
 3. After Lecture Quizzes (my Accounting Lab) Chapters 11 and 12 (Extra)* See instructions
 4. Computer accounting essentials QuickBooks Chapter#6 Quiz: 10 points.
 5. Computer Accounting essentials QuickBooks Chapter#6 exercises: 10 points
 6. Discussion posting #14 (4 points)

FINAL TEST #2 College Accounting Chapters 6-7-8-9-10-11 (150 points) – Opens 12/8/2014 due 12/11/2014

Week #13: 12/1/2014- 12/7/2014 and final Week #15: 12/8/2014-12/12/2014

Computer Accounting Essentials Textbook: Chapter 6: First month of the New Year.

Learning objectives:

- Restore data, make new transactions and print financial statement

Computer Accounting Essentials Textbook: Project: Your Name hardware.

- Objective: Working on the case.

To do after lecture: (all due 12/12/2014 at 11pm)

1. Readings:

1. Read: Computer Accounting Essentials QuickBooks Pro 2010 Chapter 6.
2. Read: Computer Accounting Essentials QuickBooks Pro 2010 Case#1 (60 points)

2. Homework :

1. Computer accounting essentials QuickBooks Chapter#6 Quiz: 10 points.
2. Computer Accounting essentials QuickBooks Chapter#6 exercises: 10 points
3. Discussion posting #15 (4 points)

Final case for QuickBooks (Your Hardware case)

60 POINTS due 12/12/2014