

EASTERN WYOMING COLLEGE
Accounting

COURSE NAME	Microcomputer Accounting
COURSE NUMBER	ACCT 2110
CREDIT	2 credits
SEMESTER	Spring 2014
LOCATION	online
INSTRUCTOR	Jennifer Minks
OFFICE LOCATION	T261
OFFICE HOURS	MW 1-2 pm, TTh 9-10 am, F 8-9 am & by appointment
TELEPHONE NUMBER	532-8285 (Office)
EMAIL ADDRESS.....	jminks@ewcmail.wy.edu

COURSE DESCRIPTION

This course provides a hands-on approach to learning how computerized integrated accounting systems function. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, integrating banking functions, and printing/interpreting reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the audit trail. No prior knowledge of computers or automated accounting is necessary, however, the student must have an understanding of double-entry bookkeeping as it is utilized in a manual accounting system.

Prerequisite: ACCT 1050 or ACCT 1010 with a grade “C” or better or the achievement of a satisfactory score on an accounting fundamentals pretest.

COURSE RATIONALE

Microcomputer accounting provides the student with exposure to software which applies the basic principles of record keeping and accounting. The student will learn how to set up and account for a variety of businesses. This exposure is useful for individuals, entrepreneurs, and accountants for record keeping and accounting.

COURSE OBJECTIVES

After successfully completing this course, the student should be able to:

- Understand and apply the basic features of a popular, current accounting software package
- Perform a new company setup using the accounting software package
- Develop and utilize an appropriate chart of accounts for a service and merchandising business
- Analyze source documents for transaction analysis
- Enter transactions using onscreen forms and/or onscreen journals
- Understand and enter customer and sales activities

- Understand and enter employee and payroll transactions
- Understand and enter banking transactions and reconcile accounts
- Analyze and enter adjusting and correcting entries in onscreen journals
- Print and interpret the basic financial statements including the income statement, balance sheet, cash flow statement, and statement of owner's equity
- Manually prepare closing entries
- Close the accounting period using the accounting software

REQUIRED TEXTBOOK

- *Computer Accounting with QuickBooks 2012*, by Donna Kay, 14th edition, McGraw-Hill with 140-day trial of QuickBooks Software (ISBN: 978-0-07-802534-1)

GENERAL EDUCATION REQUIREMENTS

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas.

- **Communication Skills**: Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning**: Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills**: Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness**: Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy**: Graduates will be able to locate, evaluate, and use information effectively.

ADA ACCOMMODATIONS

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8238) as soon as possible so that arrangements may be made.

PROFESSIONAL COMMUNICATION EXPECTATIONS

Email:

- Appropriate greeting
- Class you are enrolled in and referring to
- Subject line
- Clearly state purpose of email and/or question
- Complete sentences
- Correct spelling and grammar
- Response instructions
- Formal signature

Phone:

- Speak slowly and clearly
- Identify yourself
- Class you are enrolled in and referring to
- Clearly state purpose of call and/or question
- Phone number where you can be reached

WITHDRAWAL POLICY

Withdrawal from the course must be initiated by the student following procedures in the current EWC GENERAL CATALOG. A student withdrawn from a course on or before the school's official last day to drop classes will receive a grade of W (Withdrawal). A student who is withdrawn after the official last day to drop will receive a grade of F except in an emergency.

GRADING CRITERIA

Your final grade will be a reflection of your performance in the following areas, with points allocated *approximately* as follows:

Homework assignments (12 chapters @ 25 points)	300
Case 9	100
Case 10	100
Case 11	50
Case 12	50
Final	<u>100</u>
	700

Grading Scale (%)	
A	90-100%
B	80-89
C	70-79
D	60-69
F	Below 60

INSTRUCTOR'S POLICY

- It is essential that you carefully read assigned chapters to gain maximum benefit from the class.
- Assignments are to be turned in on LancerNet when due as scheduled. **No late assignments will be accepted.**

ATTENDANCE POLICY

A student at Eastern Wyoming College is expected to actively participate in all scheduled learning activities to achieve the educational objectives of any course. Therefore, an instructor is authorized to withdraw a student from a course whenever the student has failed to complete 2 consecutive units of the course and/or not checked into the course for a period of two full weeks.

ACADEMIC DISHONESTY POLICY

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her undue advantage over fellow students.

Plagiarism: Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating: Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else. This includes submitting the same computer file under different student names—do your own.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

TURNITIN©

Turnitin© is a cloud-based text review service utilized by EWC for originality checking, including improper citations or potential plagiarism. Student work in this course may be submitted to and retained by this service, though the student retains copyright of their written work. Students can view information regarding Turnitin's privacy and copyright policy at http://www.turnitin.com/en_us/privacy-center/overview.

Tentative Course Schedule	
Week 1 Jan. 14	Introduction/ Orientation Chapter 1 Quick Tour of QuickBooks
Week 2 Jan. 21	Chapter 2 Customizing QuickBooks and the Chart of Accounts
Week 3 Jan. 27	Chapter 3 Banking
Week 4 Feb. 3	Chapter 4 Customers and Sales
Week 5 Feb. 10	Chapter 5 Vendors, Purchases, and Inventory
Week 6 Feb. 17	Chapter 6 Employees and Payroll
Week 7 Feb. 24	Chapter 7 Reports and Graphs
Week 8 March 3	Chapter 8 New Company Setup
Week 9 March 17	Chapter 9 Accounting for a Service Company Start Case 9 Tuscany Landscapes
Week 10 March 24	Case 9 Due
Week 11 March 31	Chapter 10 Merchandising Corporation: Sales, Purchases, & Inventory Start Case 10 Tomaso's Mowers & More
Week 12 April 7	Case 10 Due
Week 13 April 14	Chapter 11 Merchandising Corporation: Payroll Start Case 11 Tomaso's Mowers & More
Week 14 April 22	Case 11 Due
Week 15 April 28	Chapter 12 Advanced QuickBooks Features for Accountants Start Case 12 Tuscany Landscapes
Week 16 May 5	Case 12 Due FINAL EXAM

DISCLAIMER

The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. The instructor reserves the right to change the grading structure based on changes in the course schedule or activities. All changes will be announced in class.