

Syllabus for: Bus-4 Advanced Computerized Bookkeeping	
Semester & Year:	Spring 2013
Course ID and Section Number:	Bus-4-E2523 (032523)
Number of Credits/Units:	3
Day/Time:	MW 2:50 – 5:25 FM 107
Location:	
Instructor's Name:	Dove Byrne
Contact Information:	Office location and hours: By appointment, Associate Faculty Office Phone: n/a Email: dove-byrne@redwoods.edu
Course Description (catalog description as described in course outline): A study of advanced bookkeeping procedures utilizing common accounting software. The student will learn to analyze and post complex business transactions in order to create financial and tax reports and manage payroll for small businesses.	
Student Learning Outcomes (as described in course outline) :	
<ol style="list-style-type: none"> 1. Understand and analyze business transactions. 2. Generate and analyze essential business and tax reports. 3. Organize, analyze and record common accounting transactions. 4. Manage office information systems and use common accounting software. 5. Communicate bookkeeping & accounting info to business owners and employees. 6. Office Management functions for small businesses. 7. Seek entry-level employment as a full-charge bookkeeper. 	
Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	

The student code of conduct is available on the College of the Redwoods website at:
<http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

Week	Monday	Wednesday	Chapter	Project
1	1/14/2012	1/16/2012		1
2	Holiday	1/23/2012		2 Proposal
3	1/28/2012	1/30/2012		3
4	2/4/2012	2/6/2012		4 Company Setup
5	2/11/2012	2/13/2012		5
6	2/18/2012	2/20/2012		6 Customer, Vendor, Employee & Item Lists
7	2/25/2012	2/27/2012		7
8	3/4/2012	3/6/2012	Review/Midterm	
Spring Break	3/11/2012	3/13/2012	Spring Break	
9	3/18/2012	3/20/2012		8 Transactions
10	3/25/2012	3/27/2012		9
11	4/1/2012	4/3/2012		10 Memorized Reports
12	4/8/2012	4/10/2012		11
13	4/15/2012	4/17/2012		12 Documentation and Client Instructions
14	4/22/2012	4/24/2012		13 Presentation
15	4/29/2012	5/1/2012	Review	
Finals	5/6/2012		Final	

Activities

Main Chapter Activity

QuickBooks Videos

Multiple Choice Practice Test

End of Chapter Exercises

Chapter Quick Check

Reflection: A Wish and A Star

Chapter Project & Project Quick Check

Lecture on each chapter topic heading before hands on quickbooks

Weekly Flow Chart

Go over the previous weeks assignment	Lecture
Accounting Lecture	Lecture
Real Life Demonstration	Class Activity
PowerPoint Presentation	Lecture
QuickBooks Hands-on	Student Activity During PowerPoint Presentation
Rock Castle Construction (Ch 1-7)	Student Activity
Student Companies (Ch 8-13)	Student Activity
Main Chapter Activity	Student Activity
QuickBooks Videos	Resource
Multiple Choice Practice Test	Resource
End of Chapter Exercises	Homework
Chapter Quick Check	Resource
Reflection: A Wish and A Star	Class Activity
Chapter Project & Project Quick Check	Homework
Semester Long Project (Chapter 13)	All-Inclusive

Main Chapter	Class
QuickBooks Videos	Class
Multiple Choice Practice Test	individual
Exercises	individual
Reflection: A Wish & A Star	HW
Projects	
Semester Project	HW