

Syllabus for: Business 4 Advanced Computerized Bookkeeping	
Semester & Year:	Spring 2014
Course ID and Section Number:	BUS-4-K5534
Number of Credits/Units:	3.0
Day/Time:	Monday & Wednesday 2:45 – 5:15
Location:	Klamath-Trinity Branch Campus
Instructor's Name:	Stephen Burbank
Contact Information:	Office location and hours: After class or by appointment Phone: N/A Email: stephen-burbank@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. Demonstrate the competencies of a payroll clerk or supervised bookkeeper. 2. Electronically record and analyze typical business transactions. 3. Manage and conduct intermediate-level analyses of the electronic payroll and financial records of a business on a cash or accrual basis. 	
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 accommodations document to me as promptly as possible so that necessary arrangements can 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.	
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.	

Prerequisites/Corequisites: Bus 180 or Bus 1A. Students must have basic bookkeeping or accounting skills to understand the advanced bookkeeping and accounting concepts presented in the course. Bus 180, CLO 2 (2. Accurately record transactions in the financial records of the business.) and 3 (Manage and conduct basic analyses of the payroll and financial records of a business on a cash or accrual basis.) or Bus 1A, CLOs 1 (Define and explain accounting concepts.) and 2 (Construct ledgers, charts of accounts, balance sheets, and income statements.)

Grading Criteria:

Participation	25%
Class assignments/Homework	25%
Midterm Exam	25%
Final Exam	25%

Class organization and approach: Each class will begin with a lecture and discussion of the topic followed by hands on application of the concepts using Quick Books in the computer lab. Each student is expected to read the chapter to be discussed **prior** to class.

Electronic equipment in class (policy on cell phones, recorders, laptops): Cell phones may not be used in class. Recorders may be used to record lectures (please inform the instructor if you plan to record a lecture.) Laptops may only be used to take notes or to perform tasks directly related to the course.

Text: Computer Accounting with Quickbooks, 14th Edition

Course Calendar

Week	Date	Chapter	Subject
1	1/20 - 1/22		Introduction to course: Syllabus and MyCR. Review of Quickbooks functions. Set up Company Begin Chart of Accounts set up.
2	1/27 - 1/29	1&2	Tour of Quickbooks. Customizing Quickbooks and the Chart of Accounts
3	2/03 - 2/05	3	Banking
4	2/10 - 2/12	4	2/10 Customers and Sales
5	2/17 - 2/19	5	2/17 Washington's Birthday. No Class 2/19 Vendors, Purchases, and Inventory

6	2/24 - 2/26	6	2/24 Employees and Payroll
7	3/03 - 3/05	7	Reports and Graphs
8	3/10 – 3/12		3/10 - Review 3/12 - Mid-term exam
9	3/17 – 3/19		Spring Break. No classes
10	3/24 - 3/26	8	New Company Setup
11	3/31 – 4/02	9	Accounting for a Service Company
12	4/07 – 4/09	10	Merchandising Corporation: Sales, Purchases & Inventory
13	4/14 – 4/16	11	Merchandising Corporation: Payroll
14	4/21 – 4/23	12	Advanced Quickbooks Features
15	4/28 – 4/30	13	Live Project
16	5/05 – 5/07	13	Live Project (continued)
17	5/12 5/14		Review Final Exam

NOTE: This syllabus is subject to change