

Syllabus for: Bus Computerized Professional Bookkeeping	
Semester & Year:	Spring 2015 Syllabus
Course ID and Section Number:	Bus 4 (037194)
Number of Credits/Units:	3
Day/Time: Location:	Mondays & Wednesdays, 11:40 am — 2:10 pm in LRC 105, Eureka Main Campus
Instructor's Name:	Dove Byrne, MBA
Contact Information:	Office location and hours: By Appointment Phone: N/A Email: dove-byrne@redwoods.edu
Course Description (catalog description as described in course outline): This is a class in Advanced Professional Bookkeeping. Some of the topics covered will include: Payroll quarterly and annual taxes, sales taxes, property taxes, inventory tracking, bank reconciliations, depreciation and month-end closing, financial statements and analysis, payroll processing and HR issues, accounts receivable, collections, customer service and cash-flow management, accounts payable, company credit cards, and vendor relationships, year-end closing, liability, property and health insurance, time- and stress-management techniques for bookkeepers, and how to cope with different kinds of accounting software.	
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.	

College of the Redwoods
BUS 4 - Computerized Professional Bookkeeping
Spring 2015, #037194

Class: MW 11:40 am - 2:10 pm in LRC 105, Eureka Main Campus
Instructor: Dove Byrne, MBA
Office Hours: By appointment
Email: dove-byrne@redwoods.edu

Course credits and prerequisites:
3 units - 3 hours of lecture, lab assignments
Prerequisite: Bus 180, BUS 1A, or equivalent

Materials needed:

Text: Computer Accounting With QuickBooks 2014 (includes 140-day Trial of QuickBooks Accountant 2014)
Supplies: Flash Drive (256K minimum)
Recommended: A College level accounting textbook (from BUS 180 or BUS 1A) and Internet Access for research problems

Student Learning Outcomes:

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.

Course Learning Objectives:

This is a class in Advanced Professional Bookkeeping. Some of the topics covered will include: Payroll quarterly and annual taxes, sales taxes, property taxes, inventory tracking, bank reconciliations, depreciation and month-end closing, financial statements and analysis, payroll processing and HR issues, accounts receivable, collections, customer service and cash-flow management, accounts payable, company credit cards, and vendor relationships, year-end closing, liability, property and health insurance, time- and stress-management techniques for bookkeepers, and how to cope with different kinds of accounting software.

We will be using QuickBooks Accountant 2014 Edition for this class. All of your QB assignments are designed to be completed during class time. We will process company sales, purchases, track inventory, payroll and other transactions, generate financial statements and offer analysis for the business owner, and fill out tax forms as required by law for the business.

Evaluation:

Homework Assignments (12 @ 25 points)	= 300	90 - 100%	A
Semester Project (6 @ 25 points)	= 150	80 - 89%	B
Semester Project Presentation (1 @ 100)	= 100	70 - 79%	C
Midterm (1 @ 100 points)	= 100	60 - 69%	D
Final (1 @ 200 points)	= 200	<60	F
Participation (30 @ 5 points)	= 150		
Total Points Available:	<u>1,000</u>		

Extra Credit:

Extra credit may become available during the semester. It will increase your total points but will not be part of the divisor (maximum points) when determining your course grade.

Participation:

You are expected to attend every class. We cover a great deal of material. Excellent attendance is vital to understanding and completing assignments. If you miss a class, get the class notes and assignments from another student. Each class, and each assignment, builds on what we did the week before.

Policy for missed/late assignments:

Missed assignments cannot be made-up and late assignments will not be accepted.

Homework Assignments:

You will complete weekly homework assignments that you will turn in to me for grading. You will submit your "paperless" chapter files via our MyCR site.

Semester Project:

You will develop a real QuickBooks accounting system. This project provides an opportunity for realistic, valuable practical experience to better prepare you for professional employment and enhance your resume. The project is divided into seven parts:

1. Proposal
2. Company Setup
3. Customer, Vendor, Employee, and Item Lists
4. Transactions
5. Memorized Reports
6. Documentation and Client Instructions
7. Presentation

Bus 4 Schedule				
Week	Monday	Wednesday	Topic	Activity/Project
1	Holiday	1/21/15	1	
2	1/26/15	1/28/15	2	Personal Finance
3	2/2/15	2/4/15	3	Personal Finance
4	2/9/15	2/11/15	4	Who-Dun-It Bookstore
5	Holiday	2/18/15	5	Who-Dun-It Bookstore
6	2/23/15	2/25/15	6	Who-Dun-It Bookstore
7	3/2/15	3/4/15	7	Who-Dun-It Bookstore
8	3/9/15	3/11/15	Review/Midterm	
Spring Break				
9	3/23/15	3/25/15	8	Proposal
10	3/30/15	4/1/15	9	Company Setup
11	4/6/15	4/8/15	10	Customer, Vendor, Employee & Item Lists
12	4/13/15	4/15/15	11	Transactions
13	4/20/15	4/22/15	12	Memorized Reports
14	4/27/15	4/29/15	13	Presentations
15	5/4/15	5/6/15	Review	
Finals	5/11/15	X	Final	

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 DSPPS.

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.

Academic Integrity

Familiarize yourself with the Code of Student Conduct. Be aware of the definition of academic dishonesty. Be aware that any violation of the Code of Student Conduct could result in a failing grade in the class and a negative letter of reference going into the file that accompanies your transcripts.

The student code of conduct is available on the College of the Redwoods website at:

<http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf>

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.