

Syllabus for BUS 4 - Advanced Computerized Bookkeeping - Eureka Campus

Semester & Year	Spring 2017	
Course ID and Section #	BUS-4-E0727-2017S	
Instructor's Name	Dove Byrne	
Day/Time	MW 11:40 am – 2:10 pm	
Location	HU 218	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	HU 216
	<i>Office hours</i>	M 10:30-11:30am
	<i>Phone number</i>	N/A
	<i>Email address</i>	dove-byrne@redwoods.edu
Textbook Information	<i>Title & Edition</i>	Computer Accounting With QuickBooks 2015
	<i>Author</i>	Donna Kay
	<i>ISBN</i>	978-1-259-183867

Course Description

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 2015 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.

Student Learning Outcomes

Upon successful completion of this course (grade of C or above), students will be able to do the following:

1. Setup a bookkeeping system for a new or existing business.
2. Customize the chart of accounts for different types of businesses.
3. Record checks and deposits and reconcile bank statements.
4. Record customer information and transactions.
5. Record vendor information and transactions.
6. Record employee information and payroll transactions.
7. Prepare and analyze custom reports and financial statements.
8. Complete a bookkeeping consulting project.

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

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contact [Disabled Students Programs and Services](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280.

Academic Support

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. 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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500. 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 website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (<http://www.redwoods.edu/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.

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Campus**

- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

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 – Advanced Computerized Bookkeeping
Spring 2017, E0727**

Class: MW 11:40 am - 2:10 pm in HU 218, Eureka Main Campus
Instructor: Dove Byrne, MBA
Office Hours: Mondays 10:30 – 11:30 am (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 2015 (includes 140-day Trial of QuickBooks Accountant 2014)
Supplies: Flash Drive
Recommended: A College level accounting textbook (from BUS 180 or BUS 1A) and Internet Access.

Student Learning Outcomes:

1. Setup a bookkeeping system for a new or existing business.
2. Customize the chart of accounts for different types of businesses.

3. Record checks and deposits and reconcile bank statements.
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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)	= <u>150</u>		
Total Points Available:	1,000		

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 Canvas 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	Chapter	Activity/Project
1	Holiday	1/18	1	Introduction
2	1/23	1/25	2	Personal Finance
3	1/30	2/1	3	Personal Finance
4	2/6	2/8	4	Who-Dun-It Bookstore
5	2/13	2/15	5	Who-Dun-It Bookstore
6	Holiday	2/22	6	Who-Dun-It Bookstore
7	2/27	3/1	7	Who-Dun-It Bookstore
8	3/6	3/8	Review/Midterm	
Spring Break				
9	3/20	3/22	8	Milestone 1: Proposal
10	3/27	3/29	9	Milestone 2: Company Setup
11	4/3	4/5	10	Milestone 3: Lists
12	4/10	4/12	11	Milestone 4: Transactions
13	4/17	4/19	12	Milestone 5: Memorized Reports
14	4/24	4/26	13	Ms 6 & 7: Documentation & Presentations
15	5/1	5/3	Review	
Finals	5/8	X	Final	10:45 am – 1:05 pm

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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>

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