

<b>Syllabus for Advanced Computerized Bookkeeping– Eureka Campus</b>		
<b>Semester &amp; Year</b>	Spring 2018	
<b>Course ID and Section #</b>	Bus 4 043739	
<b>Instructor’s Name</b>	Alia Dunphy, MBA, CDP	
<b>Day/Time</b>	MW 11:40AM to 2:10PM	
<b>Location</b>	HMHU218	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<i>Office location</i>	
	<i>Office hours</i>	MW 2:20-3:30 (by appointment)
	<i>Phone number</i>	
	<i>Email address</i>	Alia-Dunphy@redwood.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	Using QuickBook Accountant 2015
	<i>Author</i>	Glenn Owen
	<i>ISBN</i>	9781305084773
<b>Course Description</b>		
<p>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.</p> <p>We will be using QuickBooks Accountant 2015 Edition for this class. 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.</p>		
<b>Student Learning Outcomes</b>		
<p>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.</p>		
<b>Special Accommodations</b>		
<p>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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		

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### 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.
- 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

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“redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto: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 2018

Class: MW 11:40 am - 2:10 pm in HU 218, Eureka Main Campus Instructor: Alia Dunphy, MBA Office Hours: Mondays 2:20 – 3:30 am (by appointment)  
Email: Alia-Dunphy@redwoods.edu

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

Materials needed: Text: Using QuickBooks Accountant 2015 for Accounting (with QuickBooks CD-ROM) 14th Edition

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.
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.

### 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 2015 Edition for this class. 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 @ 70) = 70	70 – 79% C
Quiz (4 @ 25 points) = 100	60 – 69% D
Notes (13 @ 10 points) = 130	<60 F
Final (1 @ 100 points) = 100	
Participation (30 @ 5 points) = 150	
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:

Syllabus

You will complete weekly homework assignments that you will turn in to me for grading.

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

Business 4				
<u>Week</u>	<u>Monday</u>	<u>Wednesday</u>	<u>Chapter</u>	<u>Quiz</u>
1	15	17	1	
2	22	24	2	
3	29	31	3	Quiz
4	5	7	4	
5	12	14	5	
6	19	21	6	
7	26	28	7	Quiz
8	5	7	8	
9	Spring Break			
10	19	21	9	
11	26	28	10	Quiz
12	2	4	11	
13	9	11	12	
14	16	18	13	Quiz
15	23	25	Project Presentation	
16	30	2	Review	
17	7	8	10:45 am – 1:05 pm	Final