

Syllabus for BUS 4 – Advanced Computerized Bookkeeping-E5606– Eureka Campus		
Semester & Year	Spring 2019	
Course ID and Section #	BUS 4 – Advanced Computerized Bookkeeping (#045606)	
Instructor’s Name	Dove Byrne	
Day/Time	MW 11:40am-2:10pm	
Location	HU 204	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	N/A
	<i>Office hours</i>	N/A
	<i>Phone number</i>	N/A
	<i>Email address</i>	dove-byrne@redwoods.edu
Textbook Information	<i>Title & Edition</i>	Using QuickBooks Accountant for Accounting
	<i>Author</i>	Glen Owen
	<i>ISBN</i>	#9780357042076
Course Description		
<p>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>		
Student Learning Outcomes		
<p>Upon successful completion of this course (grade of C or above), students will be able to do the following:</p> <ol style="list-style-type: none"> 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		
<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 Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		

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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.
- 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

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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 (#045606) Spring 2019

Class: MW 11:40 am - 2:10 pm in HU 204, Eureka Main Campus

Instructor: Dove Byrne, MBA

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: Using QuickBooks Accountant for Accounting (ISBN #9780357042076)

Supplies: Flash Drive

Recommended: A College level accounting textbook (from BUS 180 or BUS 1A) and Internet Access.

Student Learning Outcomes:

9. Setup a bookkeeping system for a new or existing business.
10. Customize the chart of accounts for different types of businesses.
11. Record checks and deposits and reconcile bank statements.
12. Record customer information and transactions.
13. Record vendor information and transactions.
14. Record employee information and payroll transactions.
15. Prepare and analyze custom reports and financial statements.
16. 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 2018 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.

Assignments, Evaluation & Grading Scale:

Participation (30 @ 5 points)	= 150
Homework Assignments (12 @ 25 points)	= 300
Personal Presentation (1 @ 50 points)	= 50
Who-Dun-It Project (1 @ 150 points)	= 150
Professional Presentation (1 @ 100)	= 100
Midterm (1 @ 100 points)	= 100
Final (1 @ 150 points)	= 150
Total Points Available:	1,000

93%: A	83%: B	70%: C	
90%: A-	80%: B-	60%: D	
87%: B+	77%: C+	<60%: F	

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.

Professional Presentation:

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

Week #	Day #	Date	Topic	Assignment Due Dates
Holiday				
1	1	1/23/2019	Intro	Install & Downloads
2	2	1/28/2019	Ch 1	
	3	1/30/2019	Ch 2	Ch 1
3	4	2/4/2019	Ch 3	Ch 2
	5	2/6/2019	Ch 4	Ch 3
4	6	2/11/2019	Ch 5	Ch 4
	7	2/13/2019	Ch 6	Ch 5
5	8	2/18/2019	Ch 6	
	9	2/20/2019	Ch 7	Ch 6
6	10	2/25/2019	Ch 7	
	11	2/27/2019	Midterm	Ch 7, Test on Chapters 1-7
7	12	3/4/2019	Ch 8	
	13	3/6/2019	Ch 8	
8	14	3/11/2019	Personal Company	Ch 8
	15	3/13/2019	Presentations	Presentations
Spring Break				
9	16	3/25/2019	Ch 9	
	17	3/27/2019	Ch 9	
10	18	4/1/2019	Ch 10	Ch 9
	19	4/3/2019	Ch 10	
11	20	4/8/2019	Ch 11	Ch 10
	21	4/10/2019	Ch 11	
12	22	4/15/2019	Ch 12	Ch 11
	23	4/17/2019	Ch 12	
13	24	4/22/2019	App 2	Ch 12
	25	4/24/2019	App 2	

14	26	4/29/2019	App 1	Who-Dun-It Project
	27	5/1/2019	App 1	
15	28	5/6/2019	Presentations	Presentations
	29	5/8/2019	Presentations	Presentations
16		5/13/2019	No Class	
	30	5/15/2019	Final Exam (10:45-12:45)	Test Ch 1-12

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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. 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>.

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Equal Opportunity:

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