

Syllabus for Bus 4: Advanced Computerized Bookkeeping

Course Information

Semester & Year: Spring 2020

Course ID & Section #: Bus 4 (#048438)

Instructor's name: Dove Byrne

Day/Time or *Online: MW 11:40 am – 2:10 pm

Location or *Online: HU 210

Number of units: 3

Instructor Contact Information

Office location or *Online: Online

Office hours: By appointment

Phone number: N/A

Email address: dove-byrne@redwoods.edu

Required Materials

Textbook title: Using QuickBooks Accountant for Accounting

Edition: 16th

Author: Glen Owen

ISBN: 9780357042076

Other requirement: Flash Drive

Catalog Description

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.

Course Student Learning Outcomes (*from course outline of record*)

- 1 Demonstrate the competencies of an independent 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.

Evaluation & Grading Policy

Participation (30 @ 5 points)	= 150
Homework Assignments (12 @ 25 points)	= 300
Personal Company Activity (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

Prerequisites/co-requisites/ recommended preparation

BUS-1A or BUS-180 with a minimum grade of "C".

***ONLINE REQUIREMENTS - The following are required for online courses but are recommended for all (see * in contents).**

Special Accommodations Statement

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.

Schedule & Due Dates

Bus 4 Schedule				
Week #	Day #	Date	Topic	Assignment Due Dates
1		1/20/2020	Holiday	
	1	1/22/2020	Intro	Install & Downloads
2	2	1/27/2020	Ch 1	
	3	1/29/2020	Ch 2	Ch 1
3	4	2/3/2020	Ch 3	Ch 2
	5	2/5/2020	Ch 4	Ch 3
4	6	2/10/2020	Ch 5	Ch 4
	7	2/12/2020	Ch 6	Ch 5
5		2/17/2020	Holiday	
	8	2/19/2020	Ch 7	Ch 6
6	9	2/24/2020	Ch 7	
	10	2/26/2020	Take Home Midterm	Ch 7, Test on Chapters 1-7
7	11	3/2/2020	Ch 8	Take Home Midterm Due
	12	3/4/2020	Ch 8	
8	13	3/9/2020	Personal Company	Ch 8
	14	3/11/2020	Personal Company	
Spring Break				

9	15	3/23/2020	Ch 9	Personal Company Activity Due
	16	3/25/2020	Ch 9	
10	17	3/30/2020	Ch 10	Ch 9
	18	4/1/2020	Ch 10	
11	19	4/6/2020	Ch 11	Ch 10
	20	4/8/2020	Ch 11	
12	21	4/13/2020	Ch 12	Ch 11
	22	4/15/2020	Ch 12	Take Home Final Assigned
13	23	4/20/2020	Take Home Final	Ch 12, Test on Chapters 8-12
	24	4/22/2020	Presentations	Take Home Final Due; Presentations
14	25	4/27/2020	Presentations	Presentations
	26	4/29/2020	Presentations	Presentations
15	27	5/4/2020	Presentations	Presentations
	28	5/6/2020	Presentations	Presentations
16	29	5/11/2020	Presentations (10:45-12:45)	Who-Dun-It Project Due
	*Class meets only on Monday during Finals Week from 10:45 am - 12:45 pm			