# CR
# Welcome to BUS 4 – Advanced Computerized Bookkeeping

Course Name: **BUS 4 – Advanced Computerized Bookkeeping**

Section #: V4770

Instructor: Dove Byrne

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## Information from your instructor
Welcome to Advanced Computerized Bookkeeping! We will be learning how to use QuickBooks Accountant in this course. You will need to purchase the textbook and download and install QuickBooks Accountant using the Authorization Code that comes with the textbook.

## Course delivery
This course will be delivered 100% online and will be complimented with a weekly recorded video.

## 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 2018 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.

## Student Commitment
You should expect to spend 10+ hours per week on this course. You will be expected to watch the weekly recorded videos.

## Computer Skills
Online courses require adequate computer skills. You must be able to:
- navigate the course Learning Management System (Canvas)
- install QuickBooks on a Windows PC
- receive and respond to your CR email, and
- use spreadsheet software (such as Microsoft Excel)

## Technology Requirements:
It is your responsibility to meet the technological demands and requirements of this course:

- Windows PC required (the free trial of QuickBooks only works on a Windows PC)
- Microsoft Excel required (you have access to Office 365 from the College of the Redwoods)
- 2 monitors or devices are recommended (one for QuickBooks and on for viewing content such as videos, Canvas, Excel, PDFs, etc)

You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

*Portable Devices vs. Computers:* Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC).   *Do NOT plan to participate in this class solely from a portable device.*   If you do decide to use your portable device for *some* of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

## Proctored Exams:
There are no proctored exams for this class. All exams will be delivered online. You are expected to complete exams, alone, and by yourself.

## Textbook:
The textbook and a copy of QuickBooks Accountant 2018 are required. The required textbook is: QuickBooks Accountant for Accounting (ISBN #9780357042076) and it comes with an authorization code to download QuickBooks Accountant 2018 for Windows.

## Course Availability:
The course will be available on CR's Canvas system beginning Saturday, January 14th. On or after that date, you must login to Canvas at https://redwoods.instructure.com to enter our "classroom". Week 1 will begin on Saturday, January 14th.

## Student Resources:
There are instructions on how to log in to Canvas, the basics of using Canvas, and additional support for taking an online course at College of the Redwoods on the CR-Online web page.

## Other resources you might find helpful:
Dual monitors are recommended.

## Confirm your presence in the online classroom:
Log in to the Canvas website and post to the "Student Introductions" discussion forum no later than 11:59pm on Friday of Week 1 to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show."   You can be dropped from the class if you do not log in and post to the "Student Introductions", in time, and a student from the waiting list may be added in your place.