



## Syllabus for BUS 4 – Advanced Computerized Bookkeeping (V6202)

### Course Information

Semester & Year: Spring 2024  
Course ID & Section #: V6202  
Instructor's name: Dove Byrne  
Day/Time of required meetings: Asynchronous  
Location: Online  
Course units: 3

### Instructor Contact Information

Office location: Online  
Office hours: Fridays 9am – 12pm (by appointment)  
Phone number: n/a  
Email address: dove-byrne@redwoods.edu

### 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. 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.

### Prerequisites/co-requisites/ recommended preparation

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

### Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Disability Services and Programs for Students \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: [dsp@redwoods.edu](mailto:dsp@redwoods.edu).

- Eureka: 707-476-4280, Student Services Building, 1st floor
- Del Norte: 707-465-2324, Main Building, near the library
- Klamath-Trinity: 707-476-4280

*\*Other verbiage you can include if you want:*

## Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Online Tutoring Resources](#)

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

## Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

### Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Visit TimelyCARE here](#)

### Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.  
Contact info

Text: 707-496-2856

Email: [shawnabmft@gmail.com](mailto:shawnabmft@gmail.com)

Fax: 707-237-2318 (voicemail can be left via fax)

### Wellness Central

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Wellness Central.

## **Counseling**

[Counseling & Advising](#) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

## **Basic Needs Center**

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can submit a request for services and information [here](#).

Contact info

Phone: 707-476-4153

Email: [the-grove@redwoods.edu](mailto:the-grove@redwoods.edu)

## **Learning Resource Center**

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

## **EOPS**

[Extended Opportunity Programs & Services \(EOPS\)](#)[Links to an external site.](#) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

## **TRiO Student Success Program**

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#).

## **Veterans Resource Center**

The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

## CalWORKS

CalWORKS – California Work Opportunity & Responsibility to Kids (CalWORKS). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF **benefits**), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

## Evaluation & Grading Policy

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

## Spring 2024 Dates

January 12	Last day to register for classes (day before the first class meeting)
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class
January 26	Last day to drop without a "W" and receive a refund
January 29	Census Date (20% of class)
February 16	Lincoln's Birthday Holiday (District-wide closure)
February 19	President's Day Holiday (District-wide closure)
March 7	Last day to petition to graduate
March 29	Last day for student initiated withdrawal (62.5% of class)
March 29	Last day for faculty initiated withdrawal (62.5% of class)
March 11-16	Spring break (no classes)
April 1	District-wide closure (Cesar Chavez Day) .
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option

May 10	Semester Ends
May 17	Grades due
May 24	Grades available

## Academic dishonesty

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. 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](#).

## AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. Sometimes, using these tools appropriately can help us overcome barriers and allow us to focus on deeper learning. However, overuse of these tools can undermine the development of our critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, it is sometimes appropriate and sometimes inappropriate to use generative AI in the completion of assignments or in discussion posts. For this class, please see the specific assignment instructions for guidance on how and when generative AI tools may be used appropriately as we're working on and learning from a particular assignment. Also, please keep in mind that you are responsible for anything you submit; please carefully review all AI-generated outputs, screening them for accuracy, bias, appropriateness, and fidelity to your perspective.

Generative AI tools, such as ChatGPT and Google's Bard, are likely to be widely used in the workplace moving forward. It's important for you to understand how to use them ethically and effectively. For that reason, in this class, you will sometimes be invited to use such a tool in the completion of an assignment. In this class, using generative AI tools is not cheating if the outputs are screened by you for accuracy, bias, appropriateness, and fidelity to your perspective.

## Disruptive 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, the student 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. 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](#).

## Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## Canvas Information

Log into Canvas at [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

For help with Canvas once you're logged in, click on the Help icon on the left menu.

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

## Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

## Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into [WebAdvisor](#) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- 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 campus authorities.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.

## Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety](#).

## Klamath-Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, KlamathTrinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction. In the event of an emergency, communication shall be the responsibility of the district employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the even of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

### College of the Redwoods

#### **BUS 4 – Advanced Computerized Bookkeeping (V6202)— Spring 2024**

**Instructor:** Dove Byrne

**Email:** [dove-byrne@redwoods.edu](mailto:dove-byrne@redwoods.edu)

**Delivery:** Asynchronous with Recorded Help Videos

**Office Hours:** Fridays 9am-12pm Via Zoom by Appointment (24-hour Notice)

#### **Course credits and prerequisites:**

**Units:** 3

**Prerequisite:** Bus 180, BUS 1A, or equivalent

#### **Materials needed:**

##### **Required**

**Text:** Using QuickBooks® Online for Accounting, 7th Edition (ISBN #9780357901229).

**Note:** If you have Cengage Unlimited, you have access to the textbook.

**Computer:** A computer with internet access.

##### **Recommended**

A College level accounting textbook (from BUS 180 or BUS 1A); Multiple Devices/Screens/Monitors.

#### **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 Online 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.

**Assignments, Evaluation & Grading Scale:**

Homework Assignments:	8 @ 75 points	600
Comprehensive Case Study:	1 @ 200 points	<u>200</u>
Who-Dun-It Bookkeeping Project	1 @ 200 points	<u>200</u>
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 watch the recorded help videos. We cover a great deal of material. Each chapter, and each assignment, builds on what we did the week before.

**Policy for missed/late assignments:**

Homework assignments through Chapter 8 can be made-up and will be accepted late with a 33% penalty per week (or partial week. All assignments after Chapter 8 must be completed on time.

**Homework Assignments:**

You will complete 8 homework assignments (Case 1 in Chapters 3 through 10) that I will grade by getting access to your QuickBooks Online account (as your Accountant). Please Note: You must complete the activities in the Preface, Chapter 1, and Chapter 2.



**Comprehensive Project:**

You will complete Comprehensive Case 1 after you complete Case 1 for all 10 chapters of the text. The Comprehensive Case 1 is an extension of the Case 1 assignments at the end of Chapters 3 to 10 of the QuickBooks Online for Accounting textbook. Comprehensive Case 1 can be completed by students only if they have successfully completed Case 1 through Chapter 10.

**Who-Dun-It Bookkeeping Project**

You will complete the Who-Dun-It Bookkeeping Project. The objective of this accounting simulation is to increase your understanding of the merchandising accounting cycle by exposing you to a realistic business situation. You will be working with business documents, recording and posting transactions for a one-month period, performing the year-end closing procedures, and preparing the annual financial statement. As a result of this experience, you will be better prepared to enter the job market or to pursue further study in accounting and business.

**Schedule:**

<b>Bus 4 Schedule</b>			
<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Activity</b>
1	1/13 1/21	<b>Chapter 1</b>	Sample Company Walkthrough
2	1/20 1/28	<b>Chapter 2</b>	Overview of QuickBooks Online
3	1/27 2/4	<b>Chapter 3</b>	Case 1: Chapter 3
4	2/3 2/11	<b>Chapter 4</b>	Case 1: Chapter 4
5	2/10 2/18	<b>Chapter 5</b>	Case 1: Chapter 5
6	2/17 2/25	<b>Chapter 6</b>	Case 1: Chapter 6
7	2/24 3/3	<b>Chapter 7</b>	Case 1: Chapter 7
8	3/2 3/10	<b>Chapter 8</b>	Case 1: Chapter 8
<b>Spring Break</b>			
	3/16 3/24	<b>Chapter 9</b>	Case 1: Chapter 9
	3/23 3/31	<b>Chapter 10</b>	Case 1: Chapter 10
11	3/30 4/7	<b>Appendix 2</b>	Comprehensive Case #1
12	4/6 4/14	<b>WDI Project</b>	Company Setup
13	4/13 4/21		Enter Transactions
14	4/20 4/28		Enter Transactions
15	4/27 5/5		Payroll
16	5/4 5/9*		Reports
<b>*Week 16 is a short week that ends on Thursday May 9th</b>			

**Note: Schedule subject to change at instructor's discretion.**

## **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 contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPPS.

## **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>. 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 homepage. 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.

### **Accessibility**

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- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

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Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](https://instructure.com)

**Community College Student Health and Wellness:**

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[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).