



# QUICKBOOKS

## SYLLABUS

Sandra Raeber Dorsett, Instructor

sraeber@chabotcollege.edu



**Welcome to the online section of QuickBooks (BUS 93 - ON1) at Chabot College!**

***To take this online course you must have access to a computer with the required software installed (see below) and reliable internet access. If you don't have a computer or can't install the required software on your computer, you should switch to the classroom section of this course.***

This course will be conducted completely online via [BlackBoard](#). There are no specific times when you need to be logged onto the course. In that respect this course is relatively self-paced. However, you do need to complete assignments, quizzes and exam by the due dates listed.

In this syllabus you'll find the course overview, course calendar with assignment due dates, the course grading structure and information about the textbook, as well as other required resources.

### **COURSE OVERVIEW**

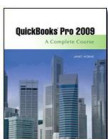
You've made a good decision to learn to use the accounting software that is the most widely used by small and medium sized businesses.

This course introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping, but the software does most of the double-entry (debits and credits) for you. You'll learn the basics of using the QuickBooks software to create (set up) a QuickBooks company file, including setting up the chart of accounts, accounts receivable, accounts payable, inventory, and payroll.

You'll also learn to record typical transactions and prepare reports and financial statements for both service and merchandising businesses. And you'll learn the basics of preparing paychecks and payroll reports in QuickBooks even when there is no subscription to one of the QuickBooks payroll services.

### **TEXTBOOK AND OTHER REQUIRED RESOURCES**

***To take this online course you must also have an email account that you check daily, as well as reliable internet service. AOL users: You'll need to minimize the AOL browser and use a browser such as Internet Explorer, Netscape or Mozilla to work with Blackboard.***



**Required Course Textbook: *QuickBooks Pro 2009: Complete and Software Learning Package (with QuickBooks CD)*, by Janet Horne (Prentice Hall), ISBN-13: 9780135110393**

To complete the assignments required in this course, you will need the textbook listed above since all assignments are activities in the textbook. [Click for options to purchase online.](#)

**See next page for information about new vs. used textbooks and the E-book option.**



**Required Software: QuickBooks Pro 2009 and Microsoft Office Excel 2000 or higher (or a compatible spreadsheet program such as the one in the free Open Office software)**

You won't be able to create or open the files to do the activities in the textbook unless you have the QuickBooks Pro software installed. **See next page for QuickBooks information, including "Do not update" the software for this course.**



To easily submit assignments electronically, you will be exporting assigned QuickBooks reports to Excel (or compatible spreadsheet software) and submitting the spreadsheet files.

[Click here for link to free compatible Open Office software if you don't have Excel](#)

New copies of the textbook listed above include a CD with a usable 140-day free trial of the QuickBooks Pro 2009 program that can be installed on your computer. The CD does not include Excel or any other software.

Used copies of the textbook most likely will not come with a free trial version of QuickBooks that can be used for more than 30 days. So do not purchase a used textbook unless you already have the QuickBooks software.

Don't install the trial version CD earlier than a day or two before the course officially begins to avoid the possibility of the trial version expiring before you complete the course. **And do not update the software to avoid problems with the assignments.** Also, remember to **register the trial version within 30 days of installation** to get the full 140-day free trial.

**MAC Users:** The QuickBooks Pro 2009 software that comes with the textbook works on PCs only. To use your Mac for this course, you will need to make your own arrangements to get the QuickBooks for Mac software. If you experience any problems, it is your responsibility to get the assignments completed. The instructor cannot help with computer problems. **You will need to copy the Mac version company data files available on the BlackBoard course site under [Course Materials](#) rather than downloading the PC version files from the textbook website.**

**E-Book:** There is an electronic version of the assigned textbook available, but you should know that this e-book does not come with the QuickBooks software needed to do assignments in this course. Only new hard copies of the textbook will include the QuickBooks software needed to take this course.

**If you already have QuickBooks Pro 2008 or 2010** and you would like to use for that for this course, you may use that version of the Horne textbook instead of purchasing the assigned 2009 textbook, although the assigned textbook will also work with either the 2008 or 2010 software. If you purchase the textbook from an online book seller, it must be the QuickBooks Pro: Complete version by Horne, not one of her other textbooks.

**Supplies:** None required unless you use more than one computer. If you use different computers, you'll need to have your company files on a **USB memory device** and the computers must have the same QuickBooks software.

## **COURSE CALENDAR AND ASSIGNMENTS**

This calendar is designed to help you visualize and progress through the course work. In each Chapter Assignment on the BlackBoard site you will find instructions on how to complete the assignments, as well as the reports you are to submit for each assignment. Please review the **Assignments** link on the BlackBoard site for that information before starting the assignments.

**Late assignments are accepted as long as they are submitted by the last date noted on the course Calendar. No late penalties will be incurred but all the regular grading criteria will still apply.**

**The syllabus and calendar with due dates are subject to change throughout the semester.** Changes will be announced on the BlackBoard course website Announcements page. The Syllabus and Calendar posted on the BlackBoard course website will always be the most current version.

WEEK	DATES	TOPICS	ASSIGNMENTS
1	1/18 – 1/24	Introduction to QuickBooks	<ul style="list-style-type: none"><li>• Discussion board: Introductions and goals</li><li>• Read and do activities in Chapter 1</li><li>• Read Appendix A</li><li>• Submit quiz: Chapter 1 and Appendix A</li></ul>
2	1/25 – 1/31	Setting up a Company File	<ul style="list-style-type: none"><li>• Discussion board: First impressions</li><li>• Read and start activities in Chapter 9</li></ul>

3	2/1 – 2/7	Setting up File (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 9 assignments</li> <li>• Submit Quiz: Chapter 9</li> <li>• Discussion board: Chapter 9 impressions</li> </ul>
4	2/8 – 2/14	Sales and Receivables for Service Businesses	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 2</li> </ul>
5	2/15 – 2/21	Sales and Receivables (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 2 assignments</li> <li>• Submit quiz: Chapter 2</li> <li>• Discussion board: Chapter 2 impressions</li> </ul>
6	2/22 – 2/28	Payables and Purchases for Service Businesses	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 3</li> </ul>
7	3/1 – 3/7	Payables and Purchases (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 3 assignments</li> <li>• Submit quiz: Chapter 3</li> <li>• Discussion board: Chapter 3 impressions</li> </ul>
8	3/8 – 3/14	End-of-Period Procedures for Service Businesses	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 4</li> </ul>
9	3/15 – 3/21	End-of-Period Procedures (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 4 assignments</li> <li>• Submit quiz: Chapter 4</li> <li>• Discussion board: Chapter 4 impressions</li> </ul>
10	3/22 – 3/28	Sales and Receivables for Merchandising Businesses	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 5</li> </ul>
11	3/29 – 4/4	Sales and Receivables (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 5 assignments</li> <li>• Submit quiz: Chapter 5</li> <li>• Discussion board: Chapter 5 impressions</li> </ul>
12	4/5 – 4/11	Payables & Purchases for Merchandising Businesses	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 6</li> </ul>
13	4/12 – 4/17	Payables and Purchases (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 6 assignments</li> <li>• Submit quiz: Chapter 6</li> <li>• Discussion board: Chapter 6 impressions</li> </ul>
14	4/18 - 4/24	<b>SPRING BREAK</b>	<b>NO CLASSES</b>
15	4/26 – 5/2	End-of-Period Procedures for Merchandising Business	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 7</li> </ul>
16	5/3 – 5/9	End-of-Period Procedures (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 7 assignments</li> <li>• Submit quiz: Chapter 7</li> <li>• Discussion board: Chapter 7 impressions</li> </ul>
17	5/10 – 5/16	Payroll	<ul style="list-style-type: none"> <li>• Read and start activities in Chapter 8</li> </ul>
18	5/17 – 5/23	Payroll (continued)	<ul style="list-style-type: none"> <li>• Submit Chapter 8 assignments</li> <li>• Submit quiz: Chapter 8</li> <li>• Discussion board: Chapter 8 impressions</li> </ul>
19	5/24	TIME TO CLOSE! <b>ENJOY THE SUMMER!</b>	<ul style="list-style-type: none"> <li>• Last chance to submit late assignments</li> <li>• Submit Final Exam</li> </ul>

**Other key dates include:**

Last day to Drop a course so course does not appear on transcript

Last day to Drop a course with a “W” on transcript

Check for above dates at <http://www.chabotcollege.edu/admissions/AcademicCalendar/Spring11.asp>

***It is the student’s responsibility to drop the course by the college deadlines to avoid receiving a failing grade for the course.***

## GRADES

Your final grade for the course will be determined as follows:

Class participation via Discussion Board: 10 postings. A posting consists of your original comment <b>plus</b> a response to at least one of your classmates' comments. Each discussion forum posting assignment is worth 10 points.	100 points
Quizzes: 9 @ 25 points	225 points
Assignments: <ul style="list-style-type: none"><li>• Chapter assignments: 8 @ 40 points</li><li>• End-of-Chapter Problems: 160 points (these points can only be earned if all the associated Chapter assignments have been submitted <b>and all</b> End-of-Chapter Problems for Chapters 2 through 9 are <b>correctly</b> completed – <b>no partial credit given</b>)</li></ul> NOTE: The only way to earn enough points to receive an A for this course is to earn these End-of-Chapter Problems points <b>but even this is no guarantee of an A for the course</b>	320 points 160 points
Final Exam: 1 @ 195 points	195 points
<b>TOTAL</b>	<b>1000 points</b>

### Grading Scale:

- A = 900 – 1000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points
- F = less than 600 points

## LEARNER ACCOMMODATION NEEDS

If you need special accommodations this semester, please let me know. For more information, visit the Chabot Disabled Student Resource Center at <http://chabotweb.clpccd.cc.ca.us/DSRC/>.

## ACADEMIC INTEGRITY

Consulting your classmates is encouraged in this course, but cheating and plagiarism will not be tolerated. Your work should be original and the product of your own hard work and intellect. If cheating or plagiarism is detected on any quiz, exam, or other assignment, you will, at a minimum, receive a grade of zero for that assignment. For more information, please refer to the Student Rights and Responsibilities section of the Chabot College Catalog which can be found using the link below.

[http://www.chabotcollege.edu/academics/catalog/Book\\_DeltaWeb\\_ChabotWebSite.pdf](http://www.chabotcollege.edu/academics/catalog/Book_DeltaWeb_ChabotWebSite.pdf) .

Note that Blackboard has tools that make it fairly easy to detect cheating.