McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

COMPUTERIZED ACCOUNTING
ACNT 1313.87

THIS IS A 16-WEEK ONLINE COURSE

PROF. ANNE BORSELLINO, CPA

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2022

Course Description:
Computerized Accounting is the capstone course experience for two-year Accounting AAS students. The accounting faculty has made every attempt to ensure that this course summarizes and reviews the accounting concepts taught throughout the Accounting program. Course examinations will require that the student demonstrate the ability to apply this body of knowledge and skills to accounting problems and questions.

Prerequisites and/or Corequisites:
Required Prerequisite: C or better, ACCT 2401(2301) and BCIS 1305.

Course Notes and Instructor Recommendations:
n/a

Instructor Information:

Instructor Name:	Anne Borsellino
MCC E-mail:	aborsellino@mclennan.edu
Cell Phone Number:	254-722-3154 (text preferred)
Office Location:	
Office/Teacher Conference Hours:	Online only - Monday and Wednesdays, 7:00-7:30p.m.

Required Text & Materials:

QuickBooks Online: Comprehensive: 2021-22 Ed. (printed ebook license key card)

Author: Hartley
ISBN: 9781640613300

Copyright Year: 2021
Publisher: Labyrinth Learning
MCC Bookstore Website

* **Click Here for the Minimum System Requirements to Utilize MCC's Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's Brightspace learning management system.

Methods of Teaching and Learning:

COMPUTERIZED ACCOUNTING

ACNT 1313.87

Lecture, textbook reading, lab exercises and online quizzes, written exercises, problems and reports, spreadsheet template problems, homework audit quizzes, integrated accounting software **This online course represents the same content and degree of rigor as a face to face course. Therefore, the student should expect to devote a comparable amount of time to self-study and completion of assignments and projects.**

Course Objectives and/or Competencies:
See Appendix A

Course Outline or Schedule:
THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE. ANY CHANGES WILL BE ANNOUNCED IN CLASS AND/OR POSTED ON Brightspace.

NOTE: The assignments listed below are only those that must be submitted through Labyrinth E-Lab. You MUST complete ALL assignments in chapters 2-12 related to "Puppy Luv Pampered Pooch" in order for your data files to be complete and correct.

DUE DATES		E-lab assignment Title
	Chapters 1-5 Assignments, 20%	
Friday, January 21	Orientation, Registration	E-LAB SET UP
		Review Chapters 1 & 2
Friday, January 28	QuickBooks Online Chapter 2	Apply Your Skills 2-1 (Chart of Accounts)
"	QuickBooks Online Chapter 2	Apply Your Skills 2-2 (Products and Services List)
"	QuickBooks Online Chapter 2	Apply Your Skills 2-3 (Ending Chart of Accounts)
"	QuickBooks Online Chapter 3	Apply Your Skills 3-3 (Sales by Client Summary)
Friday, February 4	QuickBooks Online Chapter 4	Apply Your Skills 4-3 (A/P Aging Summary)
"	QuickBooks Online Chapter 4	Apply Your Skills 4-3 (Vendor Balance Summary)
"	QuickBooks Online Chapter 4	Apply Your Skills 4-3 (Transaction List By Vendor)
Friday, February 11	QuickBooks Online Chapter 5	Apply Your Skills 5-4 (Balance Sheet)
"	QuickBooks Online Chapter 5	Apply Your Skills 5-4 (Profit and Loss)
"	QuickBooks Online Chapter 5	Apply Your Skills 5-4 (Los Angeles City Bank Register)

	Chapter 6 Assignments (Mid Term Grade, 20%)	
Friday, February 25	QuickBooks Online Chapter 6	CH 6 PYD Set 1 (Sales by Client Summary 8.14.21)
"	QuickBooks Online Chapter 6	CH 6 PYD Set 1 (City Credit Union Register) v2
"	QuickBooks Online Chapter 6	CH 6 PYD Set 2 (Sales by Client Summary 8.21.21)
"	QuickBooks Online Chapter 6	CH 6 PYD Set 3 (Sales by Client Summary 8.28.21)
"	QuickBooks Online Chapter 6	CH 6 PYD Set 4 (Sales by Client Summary August 2021)
"	QuickBooks Online Chapter 6	CH 6 PYD Set 4 (Balance Sheet August 2021)
"	QuickBooks Online Chapter 6	CH 6 PYD Set 4 (Profit and Loss Statement August 2021)
Friday, March 4	**Unit Test 1, 5%**	Unit Test 1 - Chapters 1-6
	Chapters 7-12 Assignments, 20%	
Friday, March 4	QuickBooks Online Chapter 7	Reinforce Your Skills 7-5 (Purchases By Product/Service Detail)
"	QuickBooks Online Chapter 7	Apply Your Skills 7-1 (Product Service List)
"	QuickBooks Online Chapter 7	Apply Your Skills 7-3 (Inventory Valuation Detail) v2
"	QuickBooks Online Chapter 7	Apply Your Skills 7-4 (Sales By Product/Service Summary)
Friday, March 18	**QuickBooks Online Chapter 8**	**Apply Your Skills 8-3 (Budget Overview Report)**
"	**QuickBooks Online Chapter 9**	**Apply Your Skills 9-6 (Cash Basis Income Statement)**
Friday, March 25	**QuickBooks Online Chapter 10**	**Apply Your Skills 10-2 (Profit and Loss By Class)**
	QuickBooks Online Chapter 10	**Apply Your Skills 10-2 (Sales Report By Class)**
Friday, April 1	**QuickBooks Online Chapter 11**	**Apply Your Skills 11-1 (Balance Sheet)**
"	**QuickBooks Online Chapter 11**	**Apply Your Skills 11-1 (Profit and Loss Statement)**
	QuickBooks Online Chapter 12	**Apply Your Skills 12-3 (Payroll Summary)**
	Unit Test 2, 5%	**Unit Test 2 - Chapters 7-12**
	Chap. 13 Assignments (Final Exam Part 1) 25%	*(Note: You will create a new company In this chapter)*
Friday, April 8	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 1 (Chart of Accounts)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 1 (Products and Services List)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 1 (Customers)**

"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 1 (Vendors)**
Friday, April 15	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 2 (A/R Aging Summary)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 2 (Purchase Details)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 2 (Trial Balance 12.23.31)**
MONDAY, APRIL 25	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 3 (Trial Balance 12.31.21)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 3 (Balance Sheet)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 3 (Income Statement Dec 2021)**
"	**QuickBooks Online Chapter 13**	**CH 13 PYD Set 3 (Inventory Valuation Summary)**
	Internal Control and Auditing Paper, (Final Exam Part 2, 5%)	

Course Grading Information:

See the chart above for grading information. Percentage of final grade for each category are in bold print.

Since this is a self-paced, independent learning course, ***you should complete you course work entirely on your own without any discussion with other students.*** If you have questions, please address them directly to me, either through email or in person.   Any breach in academic integrity will be addressed according to the Academic Integrity policy of the college and therefore may result in a failing grade for the course and/or further disciplinary action.

Final Exam The Final Exam Project will be a hands-on comprehensive Quickbooks online accounting project with an emphasis on Internal Control and Auditing. **Students must complete all parts of the Final Project, and earn a 70 or above on each part of the Final Exam in order to pass the course.**

Late Work, Attendance, and Make Up Work Policies:

This course is primarily self-directed and self-paced instruction of an automated accounting system. Therefore,

(1) Students should plan to spend 3 to 6 hours per week on a computer, completing the Quickbooks chapter materials and other assigned projects. **Late work, if accepted, will receive an automatic 10-point deduction for each day past the scheduled due date.**

(2) Any student who: (a) does not turn in assigned work ON TIME for two consecutive weeks, OR (b) misses the Mid Term or Final Exam due dates, will be dropped from the course OR receive a failing course grade, at the discretion of the instructor.

Students who wish to drop the course should initiate a student drop on or before March 25, 2022, in order to avoid receiving an F for the course.

APPENDIX A ACNT 1313 Course Competencies	Workplace Competencies					Foundation Skills		
	Resources	Interpersonal	Information	Systems	Technology	Basic Skills	Thinking Skills	Personal Skills

	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E
Understand the basic concepts of an automated accounting system. Although Sage 50 software is primarily used in th	x	x	X	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	X	x	x	x	x	x	x	x	x	x	x

e course, the student will gain in practical knowledge and experience in computer-based accounting in general.																																			
Rec	x	x	X	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	X	x	x	x	x	x		x	x	x	x	x

ognized and apply the generally accepted accounting concepts (GAAP) introduced																							

| Analyze and journalize business transactions in accordance with GAAP | x | x | X | x | | | | | | | x | x | x | x | | x | x | x | x | x | x | x | x | x | x | x | X | x | x | x | x | x | | x | | | x | x |
| Complete comprehensive pro | x | x | X | x | | | | | | | x | x | x | x | | x | x | x | x | x | x | x | x | x | x | x | X | x | x | x | x | x | | x | | | x | x |

blems involving the entire accounting cycle using automated accounting software.

Analyze and disc

X			X	X		X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X	X		X	X

uss methods of internal control as they are related to the assets of the business.																							
Learn the basics of pr	x	x	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

eparing and using budgets.											
Learn tools and techniques for evaluating the performance of a busin	x x x	x	x	x x x		x x x x	x x x	x x x	x x x x x	x x x x x	

ess.										
Understand internal control procedures and their effects on the auditing process.	x x x	x			x x x x	x x x	x x x	x x x x	x x x x	

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

Title IX:
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.