

ACCOUNTING 223B W01  
INTRODUCTION TO QUICKBOOKS  
WEB CLASS  
SYLLABUS FALL 2010  
(TENTATIVE - SUBJECT TO CHANGE)

Instructor: Paul S. Muller, M.Ac.,CPA  
Office: CED 312 Fax: 445-3194  
Phone: 445-3257  
Mailing Address:  
Western Nevada College  
2201 West College Parkway  
Carson City, NV 89703  
Email: [pmuller@wnc.edu](mailto:pmuller@wnc.edu)

Office Hours: MW 4:30 PM - 5:30 PM  
TTH 4:00 PM - 5:30 PM  
And by appointment

Prerequisite: ACC 135B or permission of instructor.

Transfer Status: This course does not transfer to UNR or UNLV. It may transfer to other colleges. Consult those colleges for transfer status if you intend to transfer.

Required Materials:

1. Text Package: Janet Horne, QuickBooks® PRO 2010: A Complete Course, ISBN:9780132179065 which includes a CD with QB 2010 software with a 140-day license and another CD with practice data files.
2. High speed internet access and a student "W" number to access WebCT (Webcampus).
3. USB Flash Drive with at least 2GB of memory recommended.

Course Objectives:

1. Gain factual knowledge (terminology, methods, trends) about the field of accounting and how it integrates with QuickBooks software.
2. Learn fundamental perspective on how the software works.
3. Learn to use QuickBooks software properly

Student Outcomes:

1. Students will learn to set up QuickBooks software properly using Generally Accepted Accounting Principles (GAAP).
2. Students will learn to properly use and "troubleshoot" their mistakes in QuickBooks software.
3. Introduction of different versions of QuickBooks accounting software.

Dropping the Class: The last date to drop the class with a full refund is August 29, 2010. The last date to drop the class with a 90% refund is September 3, 2010. The last date to drop the class with a 'W' assigned as a grade is December 10, 2010. It is the student's responsibility to officially withdraw from class. Students who have not officially withdrawn will be assigned the letter grade earned (A through F). "F" grades will be assigned to failing students who do not withdraw from the class.

**Grading:**

Grades will be based on the successful completion of each assignment, the practice sets, and the examination. Failure to complete the problems within the chapters or the end-of-chapter assignments will lower your grade accordingly. Each chapter set is worth 50 points. There are two companies in each chapter (25 points each) and both are due. One is embedded into the chapter--so that you can practice QuickBooks as you read the chapter. The other company is at the end-of-the chapter and is intended to repeat all the steps you accomplished throughout the chapter.

There are two midterm Practice Sets, each worth 50 points. There is no Final Exam...the Final Practice Set is worth 100 points. Late assignments **are only accepted within one week of due date** unless prior arrangements are made or due to illness or other emergency. Although late assignments may be accepted, a student will only receive a maximum of 50% of the points assigned. The Final Practice Set will not be accepted late. Total points possible will be 650

**GRADING SCALE**

<b>A</b>	93%	(605-650)
<b>A-</b>	90%	(585-604)
<b>B+</b>	87%	(566-584)
<b>B</b>	83%	(540-565)
<b>B-</b>	80%	(520-539)
<b>C+</b>	77%	(501-519)
<b>C</b>	73%	(475-500)
<b>C-</b>	70%	(455-474)
<b>D+</b>	67%	(436-454)
<b>D</b>	63%	(410-435)
<b>D-</b>	60%	(390-409)
<b>F</b>	Less than 60%	(0-389)

**Students with Disabilities:**

Any student needing to request accommodations for a specific disability to please meet with me or the DSS coordinator (445-3275) at your earliest convenience to ensure timely and appropriate accommodations.

**Academic Integrity and Student Conduct:**

Student conduct shall conform to the standards of conduct as set forth in the Western Nevada College Catalog. Cheating in any form or manner shall result in and automatic grade of "F" for the semester.

**WebCT (Webcampus):**

WebCT is a required component of the course and is being used to teach the course. It will specifically be used for communicating with me and with each other, as well as for transmitting homework and posting grades. You should have high-speed Internet access for this course. Online sessions do not work successfully for students with dial-up access to the internet.

**Suggestions for Success:**

1. Read each chapter prior to attempting assigned work.
2. Answer end-of-chapter questions, and take the chapter exam.
3. Always add your name to the company name when working with data files.

**Assignments:**

Instructions for each assignment will be posted in the assignment portion of WebCT assignment tool. The transmittal sheets indicate check figures for each report and document to be produced. Please refer to the instructions to determine which reports and documents will be required to be submitted. In Chapter 3 and subsequent chapters, only reports, not documents will be required.

Check WebCT on a regular basis for announcements and discussion messages from your instructor or from your fellow classmates. Sometimes a clarification, change, or correction is needed on an assignment and these will be posted on the discussion boards so everyone is notified. I try to check the discussion boards daily, and it is important for all of us to be available to answer another student's questions. Post any classroom discussion, questions about homework, clarification of assignments in the WebCT discussion board. Post personal questions in the e-mail tool of WebCT. Please do not send emails regarding this class to my personal or campus email address. It is important to use the WebCT component to communicate.

Homework will be transmitted by uploading through the WebCT class assignment tool--**do not send them through email**. Please combine the reports and documentation together when uploading; After Chapter 1, students will be asked to save reports and documents as pdf files that will be saved in a zip file for each assignment; upload only twice for each chapter--as indicated in WebCT Assignments. Instructions for how to save as pdf and for creating a zip file will be posted on the discussion board.

WebCT is an excellent tool for answering questions and solving problems as a team... use it to your advantage!

ACCOUNTING 223B W01  
 INTRODUCTION TO QUICKBOOKS  
 ONLINE SECTION  
 ASSIGNMENT SCHEDULE FALL 2010  
 (TENTATIVE - SUBJECT TO CHANGE)

WEEK	WEEK BEG.	READING ASSIGNMENT	ASSIGNMENT TRANSMITTALS	HOMEWORK DUE
1	8/30	Chapter 1	--	
2	9/6	Chapter 2		<b>Chapter 1 9/13; 6AM</b>
3	9/13	Chapter 3	Computer Consulting & Landscape & Pool	<b>Chapter 2 9/20; 6AM</b>
4	9/20	Chapter 3	Computer Consulting & Landscape & Pool	<b>Chapter 3 9/27; 6AM</b>
5	9/27	Chapter 4	Computer Consulting & Landscape & Pool	<b>Chapter 4 10/4; 6AM</b>
6	10/4		Catch Your Breath	
7	10/11	Practice Set - Help for You	Help for You Practice Set	<b>Practice Set - Help for You 10/18; 6AM</b>
8	10/18	Chapter 5	Mountain Sports & Resort Clothing	<b>Chapter 5 10/25; 6AM</b>
9	10/25	Chapter 6	Mountain Sports & Resort Clothing	<b>Chapter 6 11/1; 6AM</b>
10	11/1	Chapter 7	Mountain Sports & Resort Clothing	<b>Chapter 7 11/8; 6AM</b>
11	11/8		Catch Your Breath	
12	11/15	Practice Set – Golf World	Golf World Practice Set	<b>Practice Set-Golf World 11/22;6AM</b>
13	11/22	Chapter 8	Fitness Solutions & Pool & Spa	<b>Chapter 8 11/29; 6AM</b>
14	11/29	Chapter 9	Movies & More & Coffee Corner	<b>Chapter 9 12/6; 6AM</b>
15	12/6		Catch Your Breath	
16	12/13	Intro to Comprehensive Practice Set	Comprehensive Practice Set - Book Store	<b>Final Project Due Wednesday 12/15 - 11 pm No Exceptions</b>