

St. Petersburg College

SPC

Accounting Software Applications Syllabus
ACG 2450

Online (125) Instruction
Summer 2024

View the [Syllabus Addendum](#) which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Welcome to the course! Please read the syllabus thoroughly and familiarize yourself with the MyCourses and Connect and QuickBooks Online sites. Good luck!

INSTRUCTOR

Name: Rita Applegate, EdD, MT, CPA, CFP

Email: Applegate.Rita@SPCollege@edu.com

Phone: 727-394-6925

Office and Online Chat Hours:

Day	Campus	Office	Time
Monday	Seminole	TL 104C	10:00 am – 2:30 pm
Tuesday	Seminole	TL 104C	10:00 am – 2:30 pm
Thursday	Seminole	UP 154	1:30 pm – 2:30 pm
And by appointment		In-person or via Zoom	

Seminole Office Location: TL 104C

Instructor Web Page: <https://webapps.spcollege.edu/instructors/id/applegate.rita>

ACADEMIC DEPARTMENT

DEAN

Name: Emmanuel Hernandez-Agosto, DBA

Office Location: Downtown Campus – DC-248

Office Phone Number: 727-712-5407

Email: hernandez.emmanuel@spcollege.edu

ASSOCIATE DEAN

Name: Mike Ewell

Office Location: St. Pete Gibbs campus - TE 131-B

Office Phone Number: 727-791-2610

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WEBSITE

URL: <http://www.spcollege.edu/cob/>

COURSE INFORMATION

Course Description: This course provides an overview of accounting software applications in a business organization. In a hands-on learning environment, students will learn the design and function of a computerized accounting information system. Using QuickBooks Online accounting software, students will work progressively through accounting cycles for service and merchandising businesses. Specific applications will include the setup of an accounting information system for a new company, recording transactions, and creation as well as analysis of various reports and financial statements. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees, and payroll. This course is designed to prepare students for the Intuit QuickBooks Certified User Online Exam. This is an integrated course using McGraw Hill Connect and QuickBooks Online.

How the integration works:

1. Students use the textbook and QBO to work on the assignments.
2. Students enter answers in CONNECT.
3. Students select check my work, an interactive feature to discover immediately if there is an error to fix.
4. Students submit answers and CONNECT grades the work. Some of the Project Assignments must be graded by your instructor.

Course Outcomes and Objectives:

1. The student will build a company data file using QuickBooks Online accounting software by:
 - a. Creating customer records, vendor records, bank account records, inventory records, and setting up the employee records using QuickBooks Online accounting software.
2. The student will journalize the accounting transactions for service and merchandising businesses using QuickBooks Online accounting software by:
 - a. Recording purchase transactions into the accounting records using QuickBooks Online accounting software
 - b. Recording sale transactions into the accounting records using QuickBooks Online accounting software.
 - c. Recording banking transactions into the accounting records and preparing bank reconciliations using QuickBooks Online accounting software.

- d. Recording inventory transactions into the accounting records, including adjustments to inventory costs, using the QuickBooks Online accounting software.
 - e. Recording payroll journal entries into the accounting system using QuickBooks Online accounting software.
3. The student will create financial reports using QuickBooks Online accounting software by:
- a) generating accounting records including the general ledger, general journal, and the trial balance using QuickBooks Online accounting software.
 - b) Preparing financial statements, including the income statement and balance sheet, using QuickBooks Online accounting software.
4. The student will prepare payroll for the business using QuickBooks Online accounting software by:
- a) Accounting for the time records of independent contractors and their payments.
 - b) Calculating gross payroll and all deductions, both mandatory and voluntary, to determine net pay.
 - c) Accounting for employer payroll taxes and their payments.
 - d) Completing the required tax forms which include Form 941, Form 940, Form w-2, and Form 1099.

Prerequisites: A grade of C or better in ACG 2021 and CGS 1100 or permission of program administrator.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

TEXTBOOK AND MATERIALS:

A textbook is required for this course, along with a free subscription to QuickBooks Online. These are available online through the required subscription to McGraw-Hill Connect. A digital textbook is available through your CONNECT subscription. However, you may decide to use a physical textbook:

Computer Accounting with QuickBooks Online, fourth edition by Donna Kay

ISBN: 9781265124632

View the [Libraries](#) site.

IMPORTANT – Intuit updates QuickBooks Online continuously.

Be aware when you first log in to your QBO Project Company, QBO update notices are posted on the opening screen. Pay attention to these update notices and look for how it may change QBO. Note that since QBO is updated on an ongoing basis, updates to QBO may result in differences between QBO and the screen captures and some instructions in your text.

What is First Day Access: Textbook Savings Program?

This course is participating in the First Day Access Program. You will be given access to the course materials through MyCourses. You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class** ([View opt-out deadline dates](#)).

The materials that are accessed through MyCourses are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes - approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered ***exceptions do apply**, if you are self-pay, please make those payments to the business office.

Refund Policy

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)), then you will be responsible for those charges on your account (For example, if you receive a "W" you will not be eligible for a refund).

LEARNER SUPPORT

View the [Accessibility Resources](#) site

View the [Academic Support](#) site

View the [Student Services](#) site

IMPORTANT DATES

Course Dates: View the [Academic Calendar](#) site

Drop Date: View the [Academic Calendar](#) site

Withdrawal Date: View the [Academic Calendar](#) site

Financial Aid Dates: View the [Financial Aid Dates](#) site

DISCIPLINE-SPECIFIC INFORMATION

Accounting software applications is a challenging subject that requires a lot of patience, perseverance, practice, and study to learn. This is an intensive course. It is recommended to dedicate a minimum of 12-15 hours per week (in an 8-week session) and 6-7.5 hours per week (in a 16-week session) to its study. Online and blended classes give the student a lot of flexibility about study time, but it is imperative to be organized and set a consistent time per week to master the learning objectives and complete the assessments of this course.

The learning process can be very demanding, but at the same time, it will be very rewarding. The world of accounting is fascinating and will help you develop a new set of skills that will open the doors to a whole new world of opportunities.

ATTENDANCE

The college-wide attendance policy is included in the Syllabus Addendum at: <https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities>

Students classified as “No Show” for the first week will be administratively withdrawn from the class.

A “No Show” means not registering for Connect and QuickBooks Online for week one and no attempt of (discussion forum, homework & chapter exam) assignments as stated in the course syllabus for week one.

Students who have not completed more than 40% of their assignments due (discussion forum, homework & chapter exams) at the 60% point will be considered as “not actively participating” in the class and may be administratively withdrawn with a grade of “WF”.

GRADING

Your course grade will be determined as follows:

Introduction Connect Orientation Videos SmartBook 2.0 Orientation Video	15 points 10 points
Chapters 1-10 SmartBook Assignment Exercises Mookie the Beagle Assessment	 1000 points 1000 points 1000 points 1000 points
Module Discussion Boards	450 points
QuickBooks Certification Registration for Exam Certification Exam	25 points 500 points
TOTAL POINTS	5000 points

GRADING SCALE:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	Less than 60%

IMPORTANT DATES:

Course dates: May 20 – July 12, 2024

Last day to drop and receive a refund: May 24, 2024

Last day to withdraw and receive a grade of “W”: June 26, 2024

Last day to withdraw and receive a grade of “WF”: July 11, 2024

Academic calendar: <http://www.spcollege.edu/calendar/>

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

REQUIRED INTERACTION

The only required student-student and / or student-instructor interaction in the online course is the "Real-World" Discussion found in each Module. The majority of this class is student-content interaction which happens in Connect and QuickBooks Online.

PARTICIPATION, CONDUCT, & NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in the [How to be a Successful Student \(Syllabus Addendum\)](#).

ACADEMIC HONESTY

View the [Academic Honesty Policy](#)

COPYRIGHT

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STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY MINIMUM REQUIREMENTS

View the [MyCourses Minimum Technology Requirements](#)

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

Minimum Technical Skills: Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course. MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

ACCESSIBILITY OF TECHNOLOGY

View the [MyCourses \(Brightspace by Desire2Learn\) Accessibility Statement](#)

PRIVACY

[MyCourses \(Brightspace by Desire2Learn\) Privacy Statement](#)

TECHNICAL SUPPORT

SPC Technical Support is available via the [Technical Support Desk](#).

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your

course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations. Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments. Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course’s regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

Accessibility Statement:

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let your professor know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let the professor know of changes they might be able to pursue to make improvement to the course for future students.

If you have documentation of a disability or feel you may have a disability: St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, should contact their instructor by the start of the course. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services>

Module/Week	Chapter	Assignment	Due Date
1	Introduction Chapter 1	Orientation Videos Smartbook Orientation Succeeding in your Online Course Ch 1 SB-QuickBooks Navigation Assignment & Mookie Project	6/2/24

		Discussion Board Assessment	
2	Chapter 2 Chapter 3	Ch 2 SB-Chart of Accounts Assignment & Mookie Project Assessment Ch 3 SB-QBO Transactions Assignment & Mookie Project Discussion Board Assessment	6/9/24
3	Chapter 4 Chapter 5	Ch 4 SB-Banking Assignment & Mookie Project Discussion Board Assessment Ch 5 SB-Customers & Sales Assignment & Mookie Project Assessment	6/16/24
4	Chapter 6 Chapter 7	Ch 6 SB-Vendors & Expenses Assignment & Mookie Project Discussion Board Assessment Ch7 SB-Inventory Assignment & Mookie Project Assessment	6/23/24
		Register for QB Certification Exam Send registration to Instructor	
5	Chapter 8 Chapter 9	Ch 8 SB-Employees and Payroll Assignment & Mookie Project Discussion Board Assessment Ch 9 SB-QBO Adjustments Assignment & Mookie Project Assessment	6/30/24
6	Chapter 10	Ch 10 SB-QBO Report Assignment & Mookie Project Discussion Board Assessment	7/7/24

7		Take QB Certification Exam Send proof of exam to Instructor	7/8 – 7/10/24