

**\*\*\*\*COLLEGE OF BUSINESS\*\*\*\***

**ACADEMIC SYLLABUS**

ACG 2450 Sec. 597

Accounting Software Applications

Summer Term 2018

**INSTRUCTOR:** Tara Roy, CPA

Adjunct Professor of Accounting

**OFFICE:** Online

**PHONE:** (813) 846-4866

**EMAIL:** Via MyCourses or SPC email: roy.tara@spcollege.edu

**WEBPAGE:** <https://web.spcollege.edu/instructors/id/roy.tara>

**CLASS: Online**

**OFFICE HOURS: Online**

**ACADEMIC DEPARTMENT:**

Academic Chair: Marta Przyborowski

Phone Number: 727-341-7973

**COURSE DESCRIPTION:**

This course offers an overview of accounting software applications in business organizations.The student will progressively work through accounting cycles for service and merchandising businesses using popularaccounting software**.** Specific applications will include design and 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. The course is taught using QuickBooks Pro accounting software and focuses on small to medium-sized business organizations. 47 contact hours.

**Prerequisites:**   ACG 2021 and CGS 1100 or permission of program administrator

**COURSE OBJECTIVES:**

Upon successful completion of this course, students should be able to:

1.   The student will understand why and how accounting software applicationsare powerful tools usedin performing the accounting functionby:

a.    listing and explaining the basic hardware components needed for a microcomputer accounting system.

b.describing differences and similarities between a manual accounting information system and computerized accounting information system.

c.   performing file management tasks including file backup and restore.

2.   The student will understand and use accounting softwaretocomplete the entireaccounting cycle including the design and setup of an accounting information system for a new company, transaction recording/analysis, and creation/analysis of various reports and financial statements by:

a.   entering given accounting transaction data properly according to specific accounting software application instruction.

b.   auditing all reports and making necessary corrections.

c.   executing commands necessary for posting to accounts inthe general and subsidiary ledger(QuickBooks Pro refers to “lists”)

d.   executing commands to prepare a trial balance**,** general journal, general ledger and other informal schedulescommon to accountants and business.

e.   preparing and entering necessary adjusting entries when given accounting data.

f.    executing commands resulting in the preparation and printing of generallyaccepted accounting principles financial statementsand other desired reports.

g.   preparing payrolls for a series of pay periods when given payroll data to include preparation of:

(1)  payroll register (QuickBooks Pro refers to “Payroll Summary”)

(2)  individual earnings records (QuickBooks Pro refers to “Employee Reports”)

(3)  pay checks

h.   using payroll data previously entered, completing quarterly and annual federal payroll tax reports, including:

(1)  Form 941

(2)  Form 940

(3)  Form W-2

(4) Form 1099

i.    executing commands and entering sales and purchase data leading to proper entries and operation of a perpetual and/or periodic inventory system.

j.    executing commands to enter, manage and print status reports using inventory data.

k.   executing commands and using search techniques to find detailed accounting information within the computerized accounting information system.

l.    executing commands necessary to operate various auxiliary accounting modules (banking**,** vendors, customers, employees**,** job cost centers, order processing, financial statement analysis, depreciation, etc.).

m.  properly designing the accounting information system of a new businessusing accounting software applications.

n.properly exportingthe reportdata to an Excel spreadsheet format.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Text:** Computer Accounting with QuickBooks Pro 2015 with Student Data Files & QuickBooks Trial Software, Donna Kay, McGraw-Hill

[COMPUTER ACCT.W/QUICKBOOKS 2015-W/2 CDS](http://spcollege.bncollege.com/webapp/wcs/stores/servlet/COMPUTER_ACCTWQUICKBOOKS_2015W2_CDS/BNCB_TextbookDetailView?sectionId=75064665&item=Y&catalogId=10001&langId=-1&displayStoreId=65203&storeId=65203&partNumber=MBS_1762482&productId=500023869536)

**REQUIRED**

**EDITION:**  17TH 16

**PUBLISHER:**  MCG

**ISBN Number:** 9781259620720

**Library:** http://www.spcollege.edu/central/libonline/

**MEETING INFORMATION**

**Course Location:** Online

**Meeting Days:** Online

**Class Times:** Online

**IMPORTANT DATES:**

Course dates: May 14, 2018 – July 6, 2018

Last day to drop and receive a refund: May 18, 2018

Last day to withdraw and receive a grade of “W”: June 14, 2018

Holidays (no class): n/a

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

Financial Aid: <http://www.spcollege.edu/getfunds/>

**Tentative Class Schedule (all assignments due Sundays 11:59pm except for Module 8) (Module 8 is due Tuesday, July 3rd 11:59pm):**

Week 1 May 14-20 Module 1

Week 2 May 21-27 Module 2

Week 3 May 28- Jun 3 Module 3

Week 4 Jun 4-10 Module 4

Week 5 Jun 11-17 Module 5

Week 6 Jun 18-24 Module 6

Week 7 Jun 25-Jul 1 Module 7

Week 8 Jul 2-3 Module 8 (see note above regarding Module 8)

***Important Note: This tentative schedule may be changed at any time at the discretion of the instructor.*** Students should use this schedule as a general guide with regard to coverage and due dates. Specific announcements regarding exact due dates will be made during the course in class and/or online in MYCOURSES.

**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 in regards to study time but it is imperative to get 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: <http://www.spcollege.edu/webcentral/policies.htm>

Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from the class.

For face to face classes “No Show” means not physically present in the classroom at the moment attendance is taken.

For blended classes “No Show” means not physically present in the classroom and/or never logged into Angel.

For online classes “No Show” means never logged into D2L.

Students who have not completed more than 40% of their assignments due (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:**             Grades will be earned in four parts, as follows:

                                 Module Discussion Forums (D2L forums)            800 points

                                 Homework   (Textbook – submitted in D2L)

Includes Module 7 Project (600 points) 1200 points

                                 Module Quizzes (D2L, 1 attempt, time limit)     700 points

                                 Final Exam (D2L, 1 attempt)             500 points

**Total points ------------------------ 3,200**

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

**HOMEWORK AND MODULE QUIZZES**:

It will be the students’ responsibility to complete the homework assignments and module exams on time and in an acceptable manner. Homework assignments and module exams that are not completed by the due date will receive a zero (0).   The due date for the module homework assignments and exams is Sunday by midnight except for Module 8.  Note that the homework assignments should be submitted using the excel templates found <http://my-quickbooks.com/my-qb2015/>. (Note that completed Quickbooks assignments should be exported to the excel REPORTS and DOCS files along with the QBM file. All assignments will be submitted to the appropriate dropbox).

**Late assignments will not be accepted unless granted by the instructor.  If you have an extenuating circumstances please e-mail the instructor to request an extension.**

**DISCUSSION FORUMS:**

For each module, there will be discussion questions due by Sunday at midnight.  Note that the postings must be substantive and add to the discussion in a significant way.  This means that one-word posting, such as yes, no, I agree do not count toward the posting requirement. Note that the discussion forums are equally weighted.

**Late discussion postings will not be accepted unless granted by the instructor.  If you have an extenuating circumstances please e-mail the instructor to request an extension.**

**FINAL EXAM:**

The final exam will be completed during module 8.  It is cumulative exam and therefore, covers all of the chapters in the course.  You have the until Tuesday, July 3rd 11:59pm to complete it. You will submit an excel template similar to the REPORT template submitted each week along with the QBB file.

**STUDENTS’ AND INSTRUCTOR’S EXPECTATIONS:**

Online /Student Conduct

<http://www.spcollege.edu/ecampus/help/conduct.htm>

Online Student, Faculty and Staff Expectations and Performance Targets

<http://www.spcollege.edu/ecampus/help/expectations.htm>

Academic Honesty Policy

<http://www.spcollege.edu/AcademicHonesty/>

**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.

**SYLLABUS CHANGES:**

Will be posted in D2L and announced to all students.

**SYLLABUS ADDENDUM:**

Please make sure you read the information in the addendum.

<http://www.spcollege.edu/webcentral/policies.htm>