Chesapeake College  
Wye Mills, MD 21679  
Course of Study

ACC 110-201 Computerized Accounting-Hybrid  
Spring 2013  
Wednesdays 5:00pm-6:15pm

Instructor: Betsey Harrington  
Email: betseyharrington@skipjack.chesapeake.edu  
Office hours by appointment.

PLEASE USE THE COURSE MAIL in ANGEL

Course Description:  
This is an introductory course into the use of commercial accounting software. Students will use a hands-on approach to carry out accounting functions on a computer. Topics will include sales, receivables, purchases, payables, banking, and payroll. One and half lecture hours per week.  
Prerequisite: ACC103.

Statement of Goals:
1. Describe the importance and use of accounting software.  
2. Explain the process of setting up an integrated accounting system.  
3. Demonstrate the recording of business transactions using accounting software.  
4. Explain the maintenance of computerized subsidiary ledgers.  

Learning Outcomes:
- Navigate through a commercial accounting software package.  
- Set up a new company accounting system.  
- Create a chart of accounts.  
- Analyze transactions.  
- Record journal entries.  
- Record banking transactions.  
- Prepare bank reconciliations.  
- Record sales transactions to include cash and credit card sales.  
- Account for receivables.  
- Account for inventory.  
- Account for payables.  
- Record payroll transactions to include payroll liabilities.  
- Prepare financial statements and other reports.

Instructional Materials:
ISBN 978-193248775-6
Criteria for Grading Students:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (best 10 out of 12)</td>
<td>200 points (20 points each)</td>
</tr>
<tr>
<td>QuickBooks Project</td>
<td>200 points</td>
</tr>
<tr>
<td>Assignments</td>
<td>120 points</td>
</tr>
<tr>
<td>Mid Term Exam</td>
<td>80 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700 points</strong></td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100%</td>
<td>630-700</td>
</tr>
<tr>
<td>B 80-89%</td>
<td>560-629</td>
</tr>
<tr>
<td>C 70-79%</td>
<td>490-559</td>
</tr>
<tr>
<td>D 60-69%</td>
<td>420-489</td>
</tr>
<tr>
<td>F Below 60%</td>
<td>Below 420</td>
</tr>
</tbody>
</table>

Quizzes:

There will be twelve quizzes this semester. Each quiz is to be completed by their respected due dates.

QuickBooks Project:

In this assignment you, the student, will assume the role of the accountant for a new client. This new client has engaged you to setup their QuickBooks Company File. The goal of this project is to provide an opportunity for a realistic and valuable practical experience with the QuickBooks software.

There will be several milestones to complete in your QuickBooks file.

- Milestone 1: Identify your client & the type of accounting system they will need. (5 points)
- Milestone 2: Company setup and chart of accounts. (15 points)
- Milestone 3: Setup the customers, vendors, employees and item list. (15 points)
- Milestone 4: Enter in transactions to include (50 points):
  - General Entries—at least 5.
  - Check Register Entries—at least 15.
  - Deposits—at least 5.
  - Bills—at least 5.
  - Credit Card Charges—at least 5.
  - Invoices—at least 5.
  - Employees—at least 2.
- Milestone 5: Presentation to the class (includes printing of financial statements) (15 points).
Grading for this project is based on the completion of each milestone along with the detail and creativity.

**Attendance Policy**
Attendance will be taken. You cannot learn the theory or concepts as well as its application unless you attend class on a regular basis and complete the required assignments.

**Homework Policy**
Weekly assignments vary between 4 and 6 hours. Since homework is a vital part of the learning process, it is expected of each student that all the problems and reading assignments are completed.

**Make-Up**
If the student must miss an exam due to illness, he or she must contact the instructor within a reasonable period of time to discuss make up options. If other legitimate circumstances dictate the need for an absence from an exam, the instructor should be contacted prior to the exam.

**Withdrawal**
In order to withdraw from any Chesapeake College course, a student must complete a withdrawal form in the Registration Office.

**Academic Emergency Management Plan**
In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

1. Closure during the semester for up to one week—there will be an opportunity to make up work missed without significant alteration to the semester calendar.
2. Closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks)—the College may extend the length of the semester. Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted.

Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

My sincere thanks go to Jane Towers for providing the layout and basic contents of this course guide.