

Acc 60 - Introduction to Computer Concepts (3 credits - 2 hrs/wk)

Prerequisites: Acc 11, Acc 12, and BA 60 or equivalent)

BULLETIN DESCRIPTION: Using accounting system software as a tool for processing accounting data into financial information. Accounting system topics include the accounting cycle, general ledger, sales and accounts receivable, purchasing and payment, payroll, inventory, account reconciliation, financial reporting and budget analysis

OUTCOMES: Students will...

- 1) Identify and define the *terminology* used in computerized accounting systems.
- 2) Record transactions in the accounting cycle including purchases, sales, payments and receivables using QB and SAGE50 software.
- 3) Perform typical accounting tasks with software for a small to medium businesses including adjusting entries, closing procedures, bank reconciliation and inventory adjustments.
- 4) Perform payroll tasks using QB and SAGE50 software.
- 5) Convert a manual to a computerized accounting system.

RESOURCES: ALL RESOURCES ARE REQUIRED!

- 1) QuickBooks Pro 2014 Level 1, Labyrinth
- 2) Sage50 Case & 2013 Software: Perdisco.com
- 3) Flash memory disk (minimum of 1-2 GB)
- 4) Optional: Accounting Cycle, Wight, Perdisco

METHODS OF INSTRUCTION:

- Microcomputer Demonstration & Instruction
- Tutorials & Handouts
- Blackboard Website <http://www.cuny.edu> Go to <http://www.kingsborough.edu/bb> for instructions

METHODS OF EVALUATION: *

- End of Chapter assignments, Discussion Board, & Cases 70%
- Quizzes, Mid-term & Final exams 30%

*Percentages subject to change

Reports must be submitted on blackboard by midnight of due date. Points deducted for both errors and lateness (**missing class does not exempt you from due date requirements**). See grading rubric on BB for more details. Problems are sequential, complete in order. Make sure to **correct all errors** before beginning new week's assignment.

Extra credit can ONLY be earned if ALL required work is completed.

TOPICS:

- Introduction to QuickBooks and Sage50.
- Sales & Receivables
- Purchases & Payables
- Payroll procedures
- Inventory procedures
- Start-up and end of period procedures

COURSE TRANSFERABILITY:

Speak to transfer college advisor.

SELECTED BIBLIOGRAPHY

Sage50 For Dummies Wiley
QuickBooks For Dummies Wiley

NOTES:

- **Students are required to attend class for 1 hour per week.** After the first hour students can continue to work independently in the lab. Late assignments will **not** receive full credit.
- **No food or drinks** permitted in lab.
- Please silence phones during class.

ACADEMIC DISHONESTY:

- Sharing or borrowing assignments is **unethical** and will result into a ZERO grade for **ALL** involved. No explanations or excuses will be accepted!
- If you need extended time to complete an assignment, discuss with instructor, do not **borrow (or lend)** your assignments to others!

Class Date SAGE50 QB: QuickBooks	LAB WORK	See Assignments in Blackboard for detailed instructions. Submit all assignments by Midnight of the Tuesday, following each class meeting.
Before 1st Class meeting	Logon to Blackboard Web site. Complete SYLLABUS QUIZ , and POST Introductory message.	
Week 01:	Week 1 QB assignments on Blackboard	Week 1 QB assignments
Week 02	Week 2 QB assignments on Blackboard	Week 2 QB assignments
Week 03:	Week 3 QB assignments on Blackboard	Week 3 QB assignments
Week 04:	Week 4 QB assignments on Blackboard	Week 4 QB assignments
Week 05:	Week QB assignments on Blackboard	Week 5 QB assignments
Week 06:	Week 6 QB assignments on Blackboard	Week 6 QB assignments Case: Corner Dress Shop
MIDTERM ON QUICKBOOKS: Details announced during class		
Sage50 Begins		
Week 07:	Week 1 Sage50 assignments on Blackboard	Week 1 SAGE50 assignments Due
Week 08:	Week 2 Sage50 assignments on Blackboard	Week 2 SAGE50 assignments:
Week 09:	Week 3 Sage50 assignments on Blackboard	Week 3 SAGE50 assignments
Week 10:	Week 4 SAGE50 assignments on Blackboard	Week 4 SAGE50 assignments
Week 11:	Week 5 SAGE50 assignments on Blackboard	Week 5 SAGE50 assignments
Week 12	Week 6 SAGE50 assignments on Blackboard	Week 6 SAGE50 assignments Case: Corner Dress Shop

1. This course is a hybrid course. We meet in the lab for 2 hours per week. Students may stay for the entire **scheduled** time or leave after the first hour and complete their work elsewhere.
2. **THIS IS NOT A LECTURE CLASS**; you will learn these programs by following the specific instructions in the lab manuals and using the BB resources. During class meetings, we will briefly review the day's assignment and then students will work independently on the assignment with the instructor's assistance. Make efficient use of class meeting by reviewing the assignment **before** class.
3. All assignments have specific due dates. Students must complete and submit work by due dates to get full credit. Most students will have to work independently at home or in a college lab to complete their work. If you are unable to meet a due date, speak to the instructor as soon as possible. See grading rubric in BB for detailed information
4. Basic computer skills such as navigating the Internet, sending email, downloading, creating, and saving files and folders, are **prerequisites** for this course. In addition, both Blackboard and Excel are used to submit assignments.

5. Post **general** questions about assignments and the class to the “**Ask the Class**” in discussions. Send **only** personal questions to ahaas@kbcc.cuny.edu.
6. I will be communicating with you using your **official** college email address. Either check your student account **regularly** OR have your mail forwarded to a frequently checked email address. You can do this by logging onto your student account <http://student.kingsborough.edu/IClient/Login> and changing the mail forwarding options. You may miss important announcements if you do not do this!

TIME MANAGEMENT

The key to success in this course is good time management. Students that fall behind often find it difficult to catch up and end up withdrawing. Read each chapter and follow the instructions step-by-step. Trying to skim through the material will end up taking **more** time, if you have to go back and make corrections. If you do not wait until the last minute to complete assignments and allow lots of time for unavoidable problems (Internet not working, computer crashes, etc.) you should be able to get the work done on time. The first few weeks may seem overwhelming and confusing until you become familiar with the software.

GET STARTED

1. Sign onto the Blackboard class web site.
2. Post Introductory Statement in discussions.
3. TAKE SYLLABUS QUIZ (questions are on both syllabus and Blackboard) in assignments on Blackboard. Carefully read this syllabus and explore the website **before** taking quiz.
4. **HELP** for Blackboard and Student mail: Help Desk 718.368.6679 or visit **L-117** M-F 7:45 AM - 3:45 PM, No helpdesk hours 5:00pm-10:00pm on Mon-Fr. Or **M224** 2nd floor Mac M-F 10:00 AM - 3:00 PM, HelpDesk@Student.Kingsborough.edu After 4PM contact CUNY Help Desk 212.541.0981

ADDITIONAL NOTES:

Classroom Civility: Please be courteous to your instructor and fellow students and silence all electronic devices during class. Texting is not allowed. Civility and respect for others is essential in an academic environment. Any acts of harassment and/or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerated. Please see KCC policy at http://www.kingsborough.edu/subabout/campussecurity/Pages/campus_conduct.aspx

Access-Ability Services: (D205, 718-368-5175) Access-Ability Services provides appropriate accommodations and assistance to students with disabilities. Please contact them if needed .

ACADEMIC DISHONESTY: All forms of academic dishonesty will call for discipline. 70% of your grade comes from lab assignments. ALL WORK IS EXPECTED TO BE YOURS AND YOURS ALONE! You may work with your classmates, but each student is expected to complete and submit their own work. Giving or receiving the assignment of another student is academic dishonesty. If sharing of work comes to my attention ALL students involved will be given a ZERO grade, with NO EXCUSES or EXPLANATIONS accepted. This may result in failure of the course, and reporting of the incident to the Department Chair, Dean, and College Committee on Academic Dishonesty.