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COURSE SYLLABUS

Term: Spring 2017 (2016-2)

Course: ACCT 225: MICRO COMPUTER APPLICATIONS IN ACCOUNTING

Instructor Information:		
Instructor Name	George F. Grzesiowski (Mr. G) MBA/ABD/CPA Professor and Program Director for Accounting	
Office Number:	516	
Phone Number:	219-473-4283 (Office) Cell: 219-716-5002 (Best)	
Email:	ggrzesiowski@ccsj.edu	
Hours Available:	Monday	7:30 AM– 8:30 AM 10:00 AM – 1:00 PM
	Wednesday.	7:30 AM – 8:30 AM 10:00 AM – 7:00 PM
	Or, by appointment	
Instructor Background: See Autobiography posted in Blackboard		

Course Information:	
Course Time:	Arranged; Independent Study
Classroom:	None
Prerequisites:	ACCT 210/211
Required Books and Materials:	Computer Accounting with QuickBooks 2015, 17 th ed., 2016, Donna Kay, ISBN: 9781259620720
Learning Outcomes/ Competencies: Students in this course will:	
<ol style="list-style-type: none"> 1. Use QuickBooks in a Windows environment. 2. Process vendor transactions & analyze payments and amounts owed to vendors. 3. Process customer transactions. & analyze the collections of payments from customers. 4. Set up and process payroll tax information. 	

<ol style="list-style-type: none"> 5. Understand how to transfer funds in the General ledger. 6. Add a new account and budget amounts for the year. 7. Understand how inventory works with purchases and sales using the job cost system. 8. Describe the purpose and content of financial statements. 9. Change, delete, and add accounts in the chart of accounts. 10. Use QuickBooks to journalize transactions, post to the ledger, and complete the accounting cycle. 11. Complete the computer accounting cycle for two months. 12. Use QuickBooks to organize and monitor accounts payable & accounts receivable. 13. Use QuickBooks to journalize and post payroll entries. 14. Explain how QuickBooks computes and tracks merchandise inventory. 15. Demonstrate competency in accounting by completing a series of comprehensive problem.
<p>Course Description:</p> <p>This course introduces the student to computerized accounting applications. Students will be instructed in the use of QuickBooks Pro. This course is intended to integrate the knowledge gained in the accounting and computer information systems courses.</p>
<p>Learning Strategies:</p> <p>The course is supported by a blackboard site</p> <p>Open Door Policy</p> <p>Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.</p>
<p>Experiential Learning Opportunities:</p> <p>Students will work 3 cases using QuickBooks for business simulations.</p>

Assessments:		
Major Assignments:	Assessment:	
	Company Projects	300 points 30% of grade
	Chapter Assignments	700 points 70% of grade
		1000 100%
Class Participation And Attendance	As needed, come in during office hours for any help required.	

Grading Points Scale:

Grade	Percent	Points
A	92-100	920-1,000
A-	90-91	900-919
B+	88-89	880-889
B	82-87	820-879
B-	80-81	800-819
C+	78-79	780-789
C	72-77	720-799
C-	70-71	700-719
D+	68-69	680-699
D	62-67	620-679
D-	60-61	600-619
F	59 and below	599 & below

Course Schedule:

Class Date	Assignments	Class Discussion/Activities
Week 1: Thursday 1/12 To Wed. 1/18	Introduction: Acquire the text	Load computer program on your computer.
Week 2: Thursday 1/19 To Wed. 1/25	Chapter 1 Quick Tour Print and submit: Exercise 1.1: Task 2: Profit & Loss Statement Task 3: Balance Sheet	Review chapter 1, working chapter exercises as required. Work Exercises 1.1, 1.2, 1.3, 1.4 Exercise 1.1 documents are due by 1/25/2017
Week 3: Thursday 1/26 To Wed. 2/1	Chapter 2: Customizing QuickBooks Print and submit: Exercise 2.1: Task 3: Statement of Cash Flow Task 4: To Do List Exercise 2.2: Task 3 Revised Chart of Accounts	Review chapter 2, working chapter exercises as required. Work through exercises 2.1, 2.2, 2.3, 2.4 Exercise 2.1 and 2.2 documents are due by 2/1/2017
Week 4: Thursday 2/2 To Wed. 2/8	Chapter 3: Banking Print and submit:	Review chapter 3, working chapter exercises as required.

	<p>Exercise 3.1: Task 2: Deposit Summary Task 4: Check Register Task 4: Checks Exercise 3.2: Task 2 Previous Bank Statement Report, Task 4 Bank Reconciliation Report.</p>	<p>Work exercises 3.1, 3.2, 3.3, 3.4</p> <p>Exercise 3.1 and Exercise 3.2 documents are due by 2/8/2017</p>
<p>Week 5: Thursday 2/9 To: 2/15</p>	<p>Chapter 4: Customers and Sales: Print and submit: Exercise 4.1 Task 3: Invoice No. 1101 Exercise 4.2 Task 2: Credit memo No. 1102 Task 3: Invoice No. 1103 Task 4: Statement Task 5: Payment receipt Task 6: Deposit Summary Exercise 4.3 Task 3: Customer Report; Task 4: Average Days to Pay Summary Report Task 5: Customer Letter Task 6: Trial Balance; Task 7: Journal</p>	<p>Review chapter 4, working chapter exercises as required.</p> <p>Work exercises 4.1, 4.2, 4.3, 4.4, 4.5</p> <p>Exercises 4.1, 4.2, 4.3 documents are due by 2/15/2017</p>
<p>Week 6: Thursday 2/16 To: Wed. 2/22</p>	<p>Chapter 5: Vendors, Purchases. & Inventory Print and submit: Exercise: 5.1 Task 4: Purchase Order 6240 Task 7: Check No. 524 Task 8 Transaction List by Vendor Exercise: 5.2: Task 3: Customer Invoice No. 1104 Task 5: Bank Deposit Summary Task 6 Transaction List by Customer Exercise: 5.3: Task 3: Check Nos. 525-526 Task 4: Check Detail Exercise: 5.4:</p>	<p>Review chapter 5, working chapter exercises as required.</p> <p>Work exercises 5.1, 5.2, 5.3, 5.4, 5.5</p> <p>Exercises 5.1, 5.2, 5.3, 5.4 documents are due by 2/22/2017.</p>

	<p>Task 2: Inventory stock status report, Task 3: Trial Balance, Task 4: Journal.</p>	
<p>Week 7: Thursday 2/23 To: Wed. 3/8</p>	<p>Chapter 6: Employees, Payroll: Print and submit: Exercise 6.1: Turn in Task 2: Time Sheets Task 3: Paychecks (Voucher Checks) Nos. 10081 & 10082 Task 4: Payroll Transaction Detail Exercise 6.2: Task 2: Customer Invoice No. 1106 Task 3: Time by Job Detail Exercise 6.3: Task 2: Payroll Liability Balance Task 2: Payroll Liabilities Check Nos. 10083-10085 Task 3: Payroll Transactions by Payee</p>	<p>Review chapter 6, working chapter exercises as required.</p> <p>Work exercises 6.1, 6.2, 6.3, 6.4, 6.5, 6.6</p> <p>Exercises 6.1, 6.2, 6.3 documents are due by 3/8/2017</p>
<p>Week 8: 2/27 though 3/4</p>	<p>Spring Break</p>	<p>Nothing is due</p>
<p>Week 9: Thursday 3/9 To: Wed. 3/15</p>	<p>Chapter 7: Reports, Graphs: Print and submit: Exercise 7.1: Task 2: Profit & Loss Vertical Analysis Exercise 7.2: Task 2: Balance Sheet Vertical Analysis Exercise 7.3: Task 2: General Ledger Account Task 3: Ratios</p>	<p>Review chapter 7, working chapter exercises as required.</p> <p>Work exercises 7.1, 7.2, 7.3, 7.4, 7.5, 7.6</p> <p>Exercises 7.1, 7.2, 7.3 documents are due by 3/15/2017</p>
<p>Week 10: Thursday 3/16 To: Wed. 3/22</p>	<p>Chapter 8: New Company Set Up: Print and submit: Exercise 8.1: Task 2 Chart of Accounts (Account Listing), Task 4 Customer List</p>	<p>Review chapter 8, working chapter exercises as required.</p> <p>Work exercises 8.1, 8.2, 8.3, 8.4, 8.5</p> <p>Exercises 8.1, 8.2 documents are</p>

	<p>Task 5 Vendor List Task 6 Item List Exercise 8.2: Task 2 Chart of Accounts (Account Listing), Task 3 Customer List Task 4 Vendor List Task 5 Item List</p>	due by 3/22/2017
<p>Week 11: Thursday 3/23 To: 3/29</p>	<p>Chapter 9: Service: Print and submit: Exercise 9.1: Task 2: Checks Task 3: Check Detail Exercise 9.2: Task 2: Invoices and Deposit Summaries Task 3 Deposit Detail Exercise 9.3: Task 2: Trial Balance, Task 4: Adjusting Entries Task 5: Adjusted Trial Balance Exercise 9.4: Task 2: General Ledger Task 3: Profit & Loss Task 3: Balance Sheet Task 3: Statement of Cash Flows Exercise 9.6: Task 2: Chart of Accounts Task 3: Customer List Task 4: Vendor List Task 5: Item List Task 6: Invoices; Checks & Deposits summary Task 7: Check Detail Task 7: Deposit Detail Task 8: Journal Task 9: Adjusted Trial Balance Task 9: General Ledger Task 9: Profit & Loss Task 9: Balance Sheet Task 9: Statement of Cash Flows</p>	<p>Review chapter 8, working chapter exercises as required.</p> <p>Work exercises 9.1, 9.2, 9.3, 9.4, 9.6, 9.7</p> <p>Exercises 9.1, 9.2, 9.3, 9.4, 9.6 documents are due by 3/29/2017</p>
	QuickBooks Case 9 Tuscany	

<p>Week 12: Thursday 3/30 To: Wed. 4/5</p>	<p>Landscapes Print and submit: Chart of Accounts Customer List Vendor List Item List Deposit Detail Check Detail Adjusting Entries Adjusted Trial Balance General Ledger Profit & Loss Balance Sheet Statement of Cash Flows</p>	<p>Review and work chapter 9, Case Tuscany Landscapes</p> <p>Case 9 documents are due by 4/5/2017</p>
<p>Week 13: Thursday 4/6 To: Wed. 4/12</p>	<p>Chapter 10: Merchandising: Print and submit: Exercises 10.1: Task 2: Customer List Task 3: Vendor List Task 4: Item List Task 5: Chart of Accounts Task 5: Trial Balance Task 5: Opening Adjusted Trial Balance Task 6: Deposit Detail Task 6: Check Detail Task 7: Trial Balance Task 7: Adjusting Journal Entries Task 7: Adjusted Trial Balance Task 8: General Ledger Task 8: Profit & Loss Task 8: Balance Sheet Task 8: Statement of Cash Flows</p>	<p>Review chapter 10, working chapter exercises as required.</p> <p>Work exercises 10.1, 10.2, 10.3</p> <p>Exercise 10-1 documents are due by 4/12/2017</p>
<p>Week 14: Thursday 4/13 To: Wed. 4/19</p>	<p>Case 10 Tomaso's Mowers & more Print and submit: Customer List Vendor List Item List Chart of Accounts Trial Balance Opening Adjusted Trial Balance Deposit Detail</p>	<p>Review and work chapter 10, Case Tomaso's Mowers & more</p> <p>Case 9 documents are due by 4/19/2017</p>

	Check Detail Trial Balance Adjusting Entries Adjusted Trial Balance General Ledger Profit & Loss Balance Sheet Statement of Cash Flows Accounts Receivable Aging Summary	
Week 15: Thursday 4/20 To: Wed. 4/26	Chapter 11: Merchandising, Payroll: Print and submit: Case 11: Tomaso's Mowers & More: Payroll Employee List Payroll summary	Review and work chapter 11, Case Tomaso's Mowers & more Case 11 documents are due by 4/26/2017

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	Independent Study. Office hours available if help is needed.
Turning In Your Work	<p>You must work through the chapter in order to complete the chapter exercises after each chapter.</p> <p>Complete the assigned exercises and print the required documents. Turn in your completed work weekly to my office or mailbox.</p> <p>Late assignments can be assessed a 10% weekly penalty.</p> <p>Chapter 12-14 will not be covered. Also, note that we are not assigning the Chapter Projects.</p>
Classroom Behavior & Using Electronic Devices	<p>Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations, no catching up on homework assignments, no naps.</p>

	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	Independent Study
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.

6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.