

# BA 228: COMPUTERIZED ACCOUNTING (CRN 42417)

Linn-Benton Community College – Spring 2019

Three Credits / Meets TR 1:00-2:50 pm / F-202

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**OFFICE HOURS**

M/W: 1:00 –1:50 pm

Friday: after 1:00 pm by appointment

**REQUIRED TEXT:** QuickBooks Online – Comprehensive Spring 2019 Edition, by Patricia Hartley; copyright 2019 by Labyrinth Learning. Cost at the LBCC Campus Store: \$125.00 (includes required eLab access and required temporary access to QuickBooks Online. **You may procure your text from another source at your own risk, but this is highly inadvisable. Students will make extensive use of Labyrinth eLab.** The activation instructions are under the front cover of the text. Prerequisite: BA 111 - Practical Accounting I or BA 211 - Principles of Accounting: Financial.

**COURSE DESCRIPTION:** QuickBooks Online: Comprehensive provides essential coverage of QuickBooks Online for employees, company owners, accountants, and others to effectively use the software for all of their small-business accounting needs. In Chapters 1–6, learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. Chapters 7–13 cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, and filing payroll tax forms.

## **COURSE OUTCOMES:**

By the end of this course, you will be able to:

- Decide which QuickBooks Online level is best for your business
- Access the test drive data file
- Customize the company settings
- Edit the Chart of Accounts
- Set up customers and sub-customers
- Create sales receipts and invoices
- Receive payments from customers
- Create sales reports
- Make payments to vendors
- Create vendor reports
- Set up bank feeds
- Reconcile bank and credit card accounts
- Create financial statement reports
- Set up and receive products
- Create purchase orders
- Apply vendor credits
- Prepare journal entries
- Write off uncollectible receivables (bad debts)
- Set up budgets and view budget reports
- Save and send customized reports
- Create financial statements and management reports
- Close the books in QuickBooks Online

**COURSE REQUIREMENTS:**

Work assignments for this course will include ALL “Develop your Skills” and “Tackle the Tasks”, end of chapter Self Assessments, “Reinforce Your Skills” exercises, and “Apply Your Skills” problems. All assignments must be completed by their respective due dates for full credit. After each due date, no credit will be given for late assignments. There is no “Final” in this course, but a primary purpose of the course is to prepare students to sit for and pass the “QuickBooks Certified User” (QBCU) Exam. Students who succeed in this quest will place themselves at a competitive advantage over uncertified job applicants.

**GRADING:** Students will be graded on the basis of their performance (accuracy, correct answers, generation of correct documents, and timeliness) on chapter assignments. Each item will be given a maximum point value.

Letter grades will be assigned according to the following table:

A	90 – 100%
B	80 – 89.99%
C	70 – 79.99%
D	60 – 69.99%
F	>60%

**Note:** Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7<sup>th</sup>) week of the term to avoid receiving a failing grade.

**SPECIAL ACCOMMODATIONS:** You should meet with your instructor during the first week of class if:

- You have a documented disability and need accommodations,
- Your instructor needs to know medical information about you, or
- You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the LBCC Center for Accessibility Resources at 541-917-4789.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(for further information <http://po.linnbenton.edu/BPsandARs/> )

**COURSE eLAB ACCESS:**

QuickBooks Online – Comprehensive, Spring 2019 Edition includes links to Labyrinth’ eLab and other resources. After our first session, attendance in class is optional, as long as you meet the minimum acceptable assignment progression, and get your work completed on time. You are encouraged to do your work at home, or in F-202 outside of scheduled class times at the time of your choosing. **Upon your first late assignment submission (if any), your attendance in class during the scheduled class times will become mandatory, with a 10% grade reduction for each absence thereafter.**

**REQUIRED ASSIGNMENTS:**

<u>Week</u>	<u>Class Schedule &amp; Minimum Acceptable Assignment Progression for a grade of “C”:</u>
1	04/02: Introduction; begin work on Chapter 1 required assignments. 04/04: Chapter 1 assignments due by start of class. Begin work on Chapter 2 (or further).
2	04/09: Chapter 2 assignments due by start of class. Begin work on Chapter 3 (or further). 04/11: Chapter 3 assignments due by start of class. Begin work on Chapter 4 (or further).
3	04/16: Chapter 4 assignments due at start of class. Begin work on Chapter 5 (or further). 04/18: Chapter 5 assignments due at start of class. Begin work on Chapter 6 (or further).
4	04/23: Chapter 6 assignments due at start of class. Begin work on Chapter 7 (or further). 04/25: Chapter 7 assignments due at start of class. Begin work on Chapter 8 (or further).
5	04/30: Chapter 8 assignments due at start of class. Begin work on Chapter 9 (or further). 05/02: Chapter 9 assignments due at start of class. Begin work on Chapter 10 (or further).
6	05/07: Chapter 10 assignments due at start of class. Begin work on Chapter 11 (or further). 05/09: Chapter 11 assignments due at start of class. Begin work on Chapter 12 (or further).
7	05/14: Chapter 12 assignments due at start of class. Begin work on Chapter 13 (or further). 05/16: Chapter 13 assignments due at start of class. Begin QBCU Exam Review
8, 9, 10	05/21 – 06/06: Take, (and/or if necessary re-take) the QBCU Exam at New Horizons in Beaverton. Dates of Instructor led review session(s) TBA. Alternate exam prep utilities will also be covered.

Upon obtaining your QBCU, you’ll be qualified for entry level accounting positions anywhere QuickBooks is being used.

**BA228 – General Computerized Accounting Guidance:**

- There are essentially two places where the bulk of your work can be completed: 1) On campus, in our classroom (F-202), or 2) On your home computer. You cannot save any work on and LBCC computer. Regardless of where you elect to complete your work, there are dozens of Demonstration videos (each referenced in your text at applicable points) that are highly recommended. Do not bypass viewing them!
- Regarding assignment submissions: Since the actual administration of the course is automated, hard copies of assignments are not required.
- From time to time you may encounter an instruction in the text that doesn’t work. What should you do? Option 1) Freak out, freeze, and discontinue all progress; or Option 2) Move past the problem and keep working?

Obviously, the correct answer is Option 2.

**More Specifics:**

**The Three Ways You Will Access QuickBooks Online** There are three separate ways students will need to access the QuickBooks Online software during the course of completing the exercises in this book:

1. Test drive ([qbo.intuit.com/redirect/testdrive](http://qbo.intuit.com/redirect/testdrive)) – This is used in the Develop Your Skills exercises. It's updated daily and always shows today's month and day, although the year shows as 2021, so students can more easily see the results of any work they do. The test drive comes preloaded with a complete company so students can try new features and functions without worrying about making mistakes, but since the test drive does not allow data storage, content cannot be saved. To access the test drive, students only need to complete a security verification.
2. Trial subscription – This software is used for the **end-of-chapter exercises**, the **Develop Your Skills exercises in Chapter 2**, and the **Chapter 6 project**. The data in this company file is cumulative, and QuickBooks Online does not include a backup or restore feature, so learners need to be sure that their work in each chapter is correct before moving to the next chapter. Note, also, that **QuickBooks Online allows only one company file per license, which means learners cannot change certain settings once they have completed the initial account creation steps**. A license key is included with this course. For ebook users, the key is emailed; **print users can find the key printed on the inside front cover of the book**. The trial is accessed at [quickbooks.intuit.com/signup/retail](http://quickbooks.intuit.com/signup/retail) and instructions for installing QuickBooks Online can be downloaded from [labeledlearning.com/QBO-install.html](http://labeledlearning.com/QBO-install.html) (note that students are instructed to go to this web page in Develop Your Skills exercise 2-1). **If a learner already has a QuickBooks Online account, make sure they use a different email address**. Also required is a phone number that can receive text messages.
3. 30-day free trial ([quickbooks.intuit.com/ss/online](http://quickbooks.intuit.com/ss/online)) – Chapter 13 requires learners work in a new company, and since QBO allows only one company file per license, the 30-day trial gives learners access to the fresh company file they need. Learners must register with their name, email address, and phone number, and as they cannot use the email address used to log in to the trial software that came with their textbook or ebook, they may need to set up a new email account specific to this project.