**BA 228: COMPUTERIZED ACCOUNTING (CRN 32510)**

**Linn-Benton Community College – Winter 2015**

**Three Credits / Meets F 8:00-11:50 AM / MKH-211**

**Instructor: Chris Ruderman OFFICE HOURS**

Office: MKH-114  **M/W: 11:00 – 11:50 a.m.**

Phone: 541-917-4257 **T/R: 11:00 – 11:50 a.m.**

Email: [rudermc@linnbenton.edu](file:///C%3A%5CUsers%5Crudermc%5CDesktop%5CFrom%20Michael%5Crudermc%40linnbenton.edu) **Friday: after 1:00 or by appointment**

**REQUIRED TEXT:** Using Quickbooks Accountant – For Accounting 2013, by Glenn Owen; copyright 2014 by South-Western, Cengage Learning. **(Students will also need a thumb drive.)**

**COURSE DESCRIPTION:** This class provides hands-on experience using computer software in accounting applications, including general ledger, accounts receivable, accounts payable, payroll, and preparation of financial statements. Students will practice inputting transactions for both service businesses and merchandising firms. They will also practice setting up a new company in Quickbooks. Using Quickbooks Accountant – For Accounting 2013 is the software package used in this course. **Prerequisite: BA 111 - Practical Accounting I or BA 211 - Principles of Accounting: Financial.**

**COURSE REQUIREMENTS:**

Work assignments for this course will include chapter tutorials, end of chapter questions (true/false, multiple-choice, and short-answer), and end of chapter problems. Completed assignments must be turned in to the instructor by the due date for full credit. After that, turned in assignments will be given half credit. No credit will be given for assignments more than one week late. At the end of the term, all remaining work will need to be turned in no later than Monday, March 16th, to receive credit.

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

Letter grades will be assigned according to the following table:

 A Satisfactory completion of Chapters 1 - 12

 B Satisfactory completion of Chapters 1 - 11

 C Satisfactory completion of Chapters 1 - 10

 D Satisfactory completion of Chapters 1 - 9

 F Failure to satisfactorily complete Chapters 1 – 9.

**Note:** Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7th) 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.

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**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 SOFTWARE & ACCESS:**

Quickbooks Accountant – For Accounting 2013 software is installed in the Forum Computer Lab as well as in MKH 211, where the class will be held. The Forum Computer Lab is open weekdays, evenings, and weekends for use by LBCC students. After our first session, attendance in class is optional, as long as you meet the minimum acceptable assignment progression, and get your work in to me on time. You ar encouraged to do your work at home, or in the Forum Lab outside of scheduled class times at the time of your choosing. (You bought the software….use it!) **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:**

Chapter 1: pp. 25-26: Questions 1-10, Matching Quiz, and Assignments 1-5. Due at start of class on 01/16.

Chapter 2: pp. 38-39: Questions 1-10, Matching Quiz, and Assignments 1-3; for Larry’s Landscaping only.

 Due at start of class on 01/23.

Chapter 3: pp. 59-60: Questions 1-10, Matching Quiz, and Assignments 1-3; for Larry’s Landscaping only.

 Due at start of class on 01/30.

Chapter 4: pp. 69-70: Questions 1-10, Matching Quiz, and Assignments 1; for Larry’s Landscaping only.

 Due at start of class on 02/06.

Chapter 5: pp. 85-86: Questions 1-10, Matching Quiz, and Assignments 1-2; for Larry’s Landscaping only.

 Due at start of class on 02/13.

Chapter 6: pp. 127-132: Q’s 1-10, Matching Quiz, Exercises 1-6 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due at start of class on 02/20.

Chapter 7: pp. 185-191: Q’s 1-10, Matching Quiz, Exercises 1-5 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due at start of class on 02/27.

Chapter 8: pp. 249-254: Q’s 1-10, Matching Quiz, Exercises 1-4 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due at start of class on 03/06.

Chapter 9: pp. 283-287: Q’s 1-10, Matching Quiz, Exercises 1-4 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due at start of class on 03/13.

Chapter 10: pp. 306-308: Q’s 1-10, Matching Quiz, Exercises 1-2 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due on or before Monday 3/16 at 5:00 pm.

Chapter 11: pp. 334-336: Q’s 1-10, Matching Quiz, Exercises 1-3 for Boston Catering, & Assignment 1;

for Wild Water Sports only. Due on or before Monday 3/16 at 5:00 pm.

Chapter 12: pp. 376-377: Q’s 1-10, Matching Quiz, & Assignment 1; for Wild Water Sports only.

 Due on or before Monday 3/16 at 5:00 pm.

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**Week Class Schedule & Minimum Acceptable Assignment Progression for a grade of “C”:**

1. 01/09: Introduction; begin work on Chapter 1 required assignments.
2. 01/16: Chapter 1 assignments due at start of class. Begin work on Chapter 2 (or further).
3. 01/23: Chapter 2 assignments due at start of class. Begin work on Chapter 3 (or further).
4. 01/30: Chapter 3 assignments due at start of class. Begin work on Chapter 4 (or further).
5. 02/06: Chapter 4 assignments due at start of class. Begin work on Chapter 5 (or further).
6. 02/13: Chapter 5 assignments due at start of class. Begin work on Chapter 6 (or further).
7. 02/20: Chapter 6 assignments due at start of class. Begin work on Chapter 7 (or further).
8. 02/27: Chapter 7 assignments due at start of class. Begin work on Chapter 8 (or further).
9. 03/06: Chapter 8 assignments due at start of class. Begin work on Chapter 9 (or further).
10. 03/13: Chapter 9 assignments due at start of class. Begin work on Chapter 10 (or further).

11 03/16: Monday, 5:00 pm: deadline for any/all additional assignments completed.

**So, get ahead, and stay ahead folks……this course and the skills you acquire are what you make of them!**