

Syllabus

Course Code: ACCT 105

Title: Introduction to Quick Books

Institute: Business and Social Science

Department: Accounting

Course Description: This course is designed to introduce students to a widely used software program used to record, track and calculate finances that simplifies financial tasks. By using QuickBooks, the students will analyze and record a business entity's transactions in a computerized environment rather than using a manual system.

Prerequisites: Computer experience desirable; ACCT 101 is recommended, but not required

Corequisites: None

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

Required Textbook/Materials:

Computer Accounting with QuickBooks* 2014, 16th Edition, Donna Kay, Irwin McGraw-Hill, ISBN 978-1-259-28914-9

Travel Disk (Thumb Drive, Flash Drive, Stick Drive) USB port

Additional Time Requirements: For information on Brookdale's policy on credit hour requirements and outside class student work refer to Academic Credit Hour Policy <https://www.brookdalecc.edu/vp-learning/academic-credit-hour-policy/>

Additional Support/Labs:

See <https://www.brookdalecc.edu/academic-tutoring/>

Course Learning Outcomes:

Upon completion of this course, students will be able to:

- Process business transactions through the "QuickBooks" software program
- Communicate the transactions which include customer and vendor activities, and payroll processing
- Export data from QuickBooks to Excel software in computer-generated financial statements.
- Use QuickBooks audit trail.

Course Content:

Section 1: Exploring QuickBooks with Rock Castle Construction

Chapter 1: Quick Tour of QuickBooks Pro2009

Chapter 2: Customizing QuickBooks and the Chart of Accounts

Chapter 3: Banking

Chapter 4: Customers and Sales
Chapter 5: Vendors, Purchases, and Inventory
Chapter 6: Employees and Payroll
Chapter 7: Reports and Graphs

Section 2: QuickBooks Accounting for Entrepreneurs

Chapter 8: New Company Setup
Chapter 9: Accounting for a Service Company
Chapter 10: Merchandising Corporation: Sales, Purchases, and Inventory
Chapter 11: Merchandising Corporation: Payroll
Chapter 12: Advanced QuickBooks Features for Accountants
Chapter 13: QuickBooks in Action: An Authentic Project

Department Policies:

Students will take exam at the location and time designated by their instructor. Taking the exam at another time must be agreed upon by the instructor. The student must have a valid Brookdale ID to take an examination. Homework is assigned weekly and must be completed within 7 days.

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. Any student found to be utilizing notes, receiving assistance or in any way cheating on an exam will receive a zero grade for that exam or assignment. The student will also forfeit the opportunity to retest on that exam or assignment and will receive an "F" grade for the course.

Accordingly, programmable calculators and cell phones will not be allowed for use during examinations. The examination will be considered completed should a student leave the classroom or testing center for any reason

Grading Standard:

The final grade will be comprised of ten (10) end-of-chapter assignments and a final exam. The assignments will account for 70% and the final exam will be 30% of the semester grade.

A	90 -100
A-	87 - 89
B+	84 - 86
B	80 - 83
B-	77 - 79
C+	74 - 76
C	70 - 73
D	65 - 69
F	64 and below

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [student handbook](#) and [catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at <https://www.2ndfloor.org/>

Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*