

**JACKSON COMMUNITY COLLEGE**  
**ACC130-01 Introduction to QuickBooks Pro 2007**  
**Winter 2009**

Instructor: Teri (Teresa) Hancock, MBA  
E-Mail: [hancockteresal@jccmi.edu](mailto:hancockteresal@jccmi.edu)

Cell Phone: 517-398-3983  
\*please call before 10:00 p.m.

**COURSE INFORMATION:**

**Prerequisites:** ACC211 or higher

**Catalog Course Description:** Today nearly all businesses rely on computer software to facilitate the accounting process. Learn to use the many features of this popular and sophisticated small business computerized accounting system. Topics include customizing the system to your business, invoicing, statements, collections, bill paying, general ledger, budgeting and tax reports.

**Required Text Materials:** Glenn Owen (text only)

**Other Required Materials:** Textbook including CD-ROM, Zip Disk or Memory Stick

**JCC Associate Degree Outcomes (ADO's):** The Board of Trustees of Jackson Community College has determined that all JCC graduates should develop or enhance certain essentials skills while enrolled in college. ADO #3 will be addressed in this course, which represents student understanding of computational skills and mathematical reasoning.

**Course Objectives:**

- Setting up companies, backing up files and restoring
- Recording accounting transactions
- Understanding the function of QuickBooks Pro
- Generating reports and graphs
- Payroll Functions
- Using accounting concepts
- Step-by step hands-on computer practices

**Methods to achieve objectives:** Discussion, lecture, and hands on exercises.

**GENERAL INFORMATION:**

**Class Meets:** Wednesday 6:00 p.m. – 8:34 p.m. January 21, 2009 – April 15, 2009

**Instructor Office Hours:** By appointment – please email to make arrangements.

**Preferred Communication Methods:** Email is usually the best way to contact me. I will check my JCC email account periodically during the day and will respond as soon as I am able. I am also available to meet with you after class; please email me in advance to schedule a brief meeting.

**E-Mail/Computer Caution:** Always sign your e-mails with your first and last name. Always use the course # in the subject line of your e-mails (ex. Subject ACC 130). Always save your work and have a back-up copy. Always ask questions and get help early with any computer related difficulty. I am here to help you!

**Attendance:** Attendance is required for the purpose of student learning, team work opportunities and interactive teaching. Class time is essential to your learning experience. Each absence will result in a 25 point deduction. Any student who has an excused absence must contact the Instructor before the missed class for a special assignment if they wish to receive partial attendance credit for the missed class. Makeup assignment must be turned in at the beginning of next class. **It is the student's responsibility to contact the instructor regarding missed content and homework submission.**

**Participation:** Attendance is extremely important for your success in this hands-on course. Your participation score will reflect your involvement in class discussions, in-class exercises and consistent attendance. Any student who has an excused absence must contact the Instructor before the missed class for a special assignment if they wish to receive partial participation credit for the missed class. Makeup assignment must be turned in at the beginning of next class.

**Assignments:** Assignments consist of reading the assigned chapter and answering the questions and matching at the end of each chapter. All assignments are due at the beginning of class. **No points will be awarded for late homework.** Previously arranged absences may be given consideration for homework credit. Extra credit problems may be assigned during your free time.

**Class Cancellation(s):** If JCC should cancel classes, the Semester Schedule will be followed as posted. The assignment for the missed class will be due the following class as well as the assignment due according to the Semester Schedule. For example, if class is canceled in week 4, the assignment for week 4 and the assignment for week 5 are due at the beginning of week 5 class.

**Examinations:** There are no examinations for this class; however, there will be observation periods throughout the class as well as the final 2 days of class.

**Project:** There will be a final project which encompasses all areas of the course. This project is designed to exhibit the skills that you have learned in this course and will require you to set up your own company in QuickBooks Pro 2007. Additional details of this assignment and a required list of items will be distributed at a later date.

**Written work:** It is expected that written homework assignments will be word-processed and free of grammar, spelling, punctuation and sentence structure errors. Please use 11 or 12-point Arial or Times New Roman font with 1-inch margins and the following format for each assignment:

Your Name  
ACC130 QuickBooks  
Teri Hancock, MBA, Instructor  
Date  
Chapter#

**Free Time:** Each student will be given free time to work on assignments. This time is your time to complete the assigned problems. It is also a good time to review and practice what you have learned during class. Please do not use this time for emailing, chatting online or other non-related tasks. This is a great time for you to ask me questions. I will be available to help you!

**Cell Phones and Pagers:** Please make sure that cell phones or pagers are turned to the “vibrate” mode or turned off entirely before class begins.

**Project Success Day:** Each semester for one day, JCC cancels classes and encourages students to attend Project Day. This is a special day of workshops and seminars with your college success in mind. You are strongly encouraged to attend.

**Center for Student Success:** Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

**Academic Honesty:** Be careful not to plagiarize. Plagiarism is defined in The American Heritage Dictionary as “...using another’s ideas as one’s own...” All assignments related to this class are to be your own work. In your JCC Catalog, academic honesty is defined as “the ethical behavior that includes (students’) producing their own work and not representing others’ work as their own...” The consequences of academic dishonesty include failure for the assignment and/or failure in the course overall.

**GRADING POLICY:**

Requirements:	Points Each	Points Total	Grading Scale:		
Attendance – 12 classes	25	300	4.0	A	93-100%
Participation	12	100	3.5	AB	88-92%
Chapter Questions & Matching – 10 assignments	20	200	3.0	B	83-87%
Presentation and Setting up Company	100	100	2.5	BC	78-82%
Extra Credit – Chapter 11 questions & matching	20	20	2.0	C	73-77%
			1.5	CD	68-72%
			1.0	D	63-67%
			0.5	DF	58-62%
			0.0	F	0-57%

## ACC 130 - Winter 2009 - SEMESTER SCHEDULE

Week #	Class Date	Chapter	Focus	Homework	Due Date	Points Possible	
1	01/21/09	Chapter 1	Interactive Tour of QuickBooks	Questions & Matching	01/28/09	20	
2	01/28/09	Chapter 2	Preparing a Balance Sheet	Questions & Matching	02/04/09	20	
3	02/04/09	Chapter 3	Preparing an Income Statement	Questions & Matching	02/11/09	20	
4	02/11/09	Chapter 4	Preparing a Statement of Cash Flow	Questions & Matching	02/18/09	20	
5	02/18/09	Chapter 5	Creating Supporting Reports	Questions & Matching	02/25/09	20	
6	02/25/09	Chapter 6	Setting Up Your Company	Questions & Matching	03/04/09	20	
7	03/04/09	Chapter 7	Cash Oriented Transactions	Questions & Matching	03/18/09	20	
	03/11/09	NO CLASS - Spring Break					
8	03/18/09	Chapter 8	Additional Business Activities	Questions & Matching	03/25/09	20	
9	03/25/09	Chapter 9	Adjusting Entries and Payroll	Questions & Matching	04/01/09	20	
10	04/01/09	Chapter 10 Chapter 11	Budgeting Memorizing Reports, Graphs, Exporting	Questions & Matching Ch 11 extra credit	04/08/09	20 + 20	
11	04/08/09	Review Chapter 6	Work in Class Presentations	Prepare for Presentation			
12	04/15/09	Presentations	Presentations	Presentations		100	

**\*Note:** This syllabus is not a contract and may be altered to reflect the unique dynamics of our class.