Computer Applications for Accounting

Course: ACCT 115
Title: Integrated Computer Applications for Accounting
Text: Quickbooks Pro For Accounting 2002 – Owen
       Multimedia Solutions An Accounting Practice Case for Quickbooks Pro – Biagi
Instructor: Dan Biagi
Office: #28 - Daily 1:30-2:30

This course will utilize the tools found in Quickbooks Pro 2002 and Microsoft Excel to record and analyze accounting transactions, budget data, and specialized problems related to accounting information. Successful completion of this course will require timely and accurate completion of all assignments listed on the following page. During the quarter you will be given an assignment verification form, where each completed assignment will be given an evaluation by your instructor and an approval signature. The student will keep all completed assignments in an organized 3-ring binder, to be submitted at the end of the quarter.

Course Policies and Procedures:

1. Daily attendance is required. If your absences exceed 3 days, you will be required to meet with me and submit a written plan to me outlining your makeup plan. If your absences exceed 5 days, you will be dropped from the course.

2. If you cannot attend class, leave a message (527-4235) or send an email (dan.biagi@wwcc.edu) prior to your absence.

3. You should plan to work outside of class at least an hour per day. If you are experiencing difficulty with an assignment, plan to meet with me outside of class. My office hours are daily from 1:30 – 2:30.

4. All assignments created in this course must be stored on the College network using your U: drive space provided by your technology fee. No other sources for storage are allowed for this course.

5. All assignments will be posted on my website for this class: http://staff.wwcc.edu/dan.biagi/ACCT 115.htm You are responsible for accessing the assignments from this site.

6. During the quarter you will be creating a portfolio of your work. The specific requirements for this process will be discussed in class for each of the various assignments. Periodic evaluation of the portfolio will be conducted, requiring you to be aware of the designated due dates.

7. Late assignments will not be accepted for any reason.

GRADING:

Grades will be assigned based on a percentage of total points earned on quizzes, in-class assignments, tests, and the practice set. The percentages given below will be computed by dividing the total points earned by the total number of possible points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93 - 100%</td>
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<td>A-</td>
<td>90 - 92%</td>
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<td>B+</td>
<td>87 - 89%</td>
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<td>B</td>
<td>83 - 86%</td>
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<tr>
<td>B-</td>
<td>80 - 82%</td>
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<td>C+</td>
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<td>C</td>
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<tr>
<td>C-</td>
<td>70 - 72%</td>
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<td>D+</td>
<td>67 - 69%</td>
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<td>D</td>
<td>60 - 66%</td>
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<tr>
<td>D-</td>
<td>below 60%</td>
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</tbody>
</table>
1. Textbook Assignments

Chapter 2
Assignment 1, 2, 3
Case Problems 1, 2

Chapter 3
Assignment 1, 2
Case Problem 1, 2

Chapter 4
Assignment 1, 2
Case Problem 1, 2

Chapter 5
Assignment 1, 2
Case Problem 1, 2

Chapter 6
Assignment 1
Case Problem 1

Chapter 7
Assignment 1, 2
Case Problems 1, 2

2. Multimedia Solutions Case Problem

3. Special Projects – Microsoft Excel

4. Software Evaluation

5. Software Research Project