



## Introduction to Computerized Accounting I (ACNT 1311) Online

**Credit:** 3 semester credit hours (3 hours lecture)

### **Prerequisite/Co-requisite:**

ACNT 1303 with at least a grade of “C” and COSC 1301.

Complete the Online Orientation and answer yes to 7+ questions on the Online Learner

Self- Assessment: <http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

### **Course Description**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. *This course is time-bound, structured, and completed totally online.*

### **Required Textbook and Materials**

Computerized Accounting with QuickBooks Online – Ebook, Cirrus Code, and Intuit software with 12-mo access Author(s): Kathleen Villani and James B. Rosa and One flash storage/USB devices. Blackboard 9.1 Access.

Students can order direct from Paradigm by calling 800-228-0810.

9798765722701

Lamar Institute of Technology: Cirrus 2.0 QuickBooks 2022

Physical code card

\$95.00

9798765722732

Lamar Institute of Technology: Cirrus 2.0 QuickBooks 2022

Physical code card + text

\$123.00

### **Course Objectives**

Upon completion of this course, the student will be able to:

1. Utilize application software to perform accounting tasks.
2. Maintain records and prepare and analyze reports for a business entity.
3. Complete a comprehensive project that entails the major course competencies and outcomes.
4. Identify and explain the components of general ledger software.

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## Course Outline

### 1. QuickBooks Online

1. Create A Company
2. Open A Company
3. Create a Backup
4. Change a Company Name

### 2. New Company Setup

1. Online versus Manual
2. Adding an Account
3. Entering Opening Balances

### 3. Vendors

1. System Default Accounts
2. The Vendor Lists
3. The Bill Window
4. Vendor Reports

### 4. Customers

1. The Customer List
2. The Invoice Window
3. The receiving Payments Window
4. Sales Receipts Window
5. The Depositing Window
6. Customer reports
7. Preparing company financial reports

### 5. Period End Procedures

1. Editing the chart of accounts
2. Preparing end of period reports
  - a. Journal
  - b. Trial Balance
  - c. Statement of Cash Flows
  - d. Profit and Loss Statement
  - e. Balance Sheet
3. Closing the period

### 6. Inventory

1. The Products and Services List
2. Purchasing Inventory
3. Sales tax Center Window
4. Inventory Reports

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### 7. Banking

1. Transferring Funds
2. Reconciling Accounts
3. Entering Credit Card Charges

### 8. Customization of Your Company File

1. Customizing the Dashboard
2. Navigation Bar
3. Reports Window
4. Fiscal Year Closing

### 9. Payroll Setup

1. Employee Payroll Information
2. Preparing payroll reports

### 10. Payroll Processing

1. Activating the Payroll Feature
2. The Employee List
3. The Run Payroll Window
4. The Payroll Center Window
5. Payroll Reports

### 11. Jobs and Time Tracking

1. Creating an Invoice with Time-Tracking Data
2. Creating a Customer Statement
3. Time-Tracking Reports

## Grading Scale:

90-100% A    80-89% B    70-79% C    60-69% D    0-59% F

## Course Evaluation

Final grades will be calculated according to the following criteria:

- |                     |     |
|---------------------|-----|
| 1. Chapter Problems | 40% |
| 2. Four Exams       | 60% |

## Course Requirements

1. Prepare financial statements such as the Balance Sheet, Income Statement and the Statement of Owner's Equity.
2. Purchase the assigned textbook.

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3. Log into Blackboard 3 times weekly. Regular, reliable access to Blackboard via internet is required for this online course.
4. E-Mail/Voice Mail Etiquette: Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Please allow the instructor Forty-eight (48) hours to respond to your emails. Voice mail messages should be clearly spoken identifying student's name, course, and any return phone number.

## Course Policies

1. Purchase required materials including textbook and supplements.
2. Assignments (Homework and Quizzes) and Exam Policy: All assignments and Exams should be completed and submitted in Blackboard by the date assigned by the instructor. **Late assignments and exams will not be accepted.** Students that turn in any late assignments or exams will receive a grade of '0'. If you are absent when an assignment is given, you will receive a zero. Any missed assignments and/or exams will not be given the opportunity to be made-up. It is suggested by the instructor to work well in advance of a course deadline. Last minute computer problems will not be accepted as an excuse. This course is comprehensive in nature. All assignments rely on a prior assignment to be completed correctly. If an assignment is not submitted by the due date, it must still be completed in order to move forward to the next chapter.
3. Attendance Policy: Attendance will be taken online. **The student is required to log into BlackBoard at least three times a week.** If a student does not log into BlackBoard, that student is still responsible for all work and/or discussion missed. It is the student's responsibility to determine what it is he or she missed, not the instructor's. *The instructor will not take additional time outside of class to inform a student of what occurred during the time they were not logged into BlackBoard.* The best source of missed material or assignments is a classmate.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
5. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.
6. Course Schedule is tentative, and test dates may deviate based on the attained level of student mastery.

## Disabilities Statement

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining

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partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)839-2018. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu)

### **Technical Requirements (for courses using Blackboard)**

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Student/015\\_Browser\\_Support/015\\_Browser\\_Support\\_Policy](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy)

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

### **Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

### **Starfish**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

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