

Clovis Adult Education
Technical Career Education

SYLLABUS

SUMMER 2017

Course:	061200	QuickBooks for the Office Assistant	
Instructor:	Lila Young lilayoung@cusd.com CTE Office	on the subject line, enter: QuickBooks student (559) 327-2853 (Please leave a message)	
Location:	Clovis Adult Campus	Room F2	
Day & Time:	Monday - Thursday 15 minute break (approx.)	8:00 – 11:30 AM 9:45 – 10:00 AM	July 10 – August 24, 2017

Course Description:

This course is an introduction to QuickBooks. In this course, you will learn how to setup the different a company from scratch and the different types of account (in the chart of accounts) and match them to a specific business needs (merchandise vs. service), enter transactions quickly and accurately (cash sales and invoices, accounts payables, etc.), generate and modify simple reports. The course will relate basic accounting concept to how QuickBooks works behind the scene, analyze business needs and adapt it to QuickBooks.

Pre-requisite: Accounting Office I.
Basic Computer Skills
(It is highly recommended that you have completed Welcome to Computer Basics and MS Word in the MOPS – Microsoft Office Professional Suite 2016 – class)

Course Objectives:

By the end of the course, the students will be able to:

1. Take basic accounting concepts and apply it to QuickBooks.
2. Identify the different types of QuickBooks files (Portable, Backup, and Company files)
3. Analyze the business environment and develop the different types of QuickBooks accounts (Chart of Accounts).
4. Setup a QuickBooks file from the Balance Sheet, including the different types of accounts.
5. Make Corrections after setting up a QuickBooks file
6. Define and identify the difference between a company file, backup file and portable file
7. Setup Sales Tax for merchandise product for the business
8. Enter Cash Sales, and deposit the cash from the “Undeposited Fund” Account.
9. Create customized invoice, entering transactions using the customized invoice.
10. **Perform daily backup** & Restore the company file from a Backup
11. Enter partial payments from an invoice.
12. Customize and print Customer statements
13. Reconcile Bank statements
14. Generate simple and customized reports
15. Calculate Employees’ wages from a timesheet
16. Enter Employees’ information for Payroll processing
17. Generate Employees’ paychecks at the end of the month

Required Text/Reading: QuickBooks Pro 2011: Comprehensive

Students must bring a 1-inch 3-ring binder with filler paper and pen or pencil to take notes
 Student must have a minimum 4 GB flash drive

Course Content:¹

July 10 – 13	SLO of the Week: #2 – Goal Setters & Achievers Monday: Syllabus, Seat assignment Review Accounting Concepts Review Basic Computer Concepts Unit 1: Basic QuickBooks Skills Lesson 1: Introducing QuickBooks Pro Downloading Student Files onto your Flash Drive Restore from a Portable file and backup a company file Lesson 1 Exam on Thursday
July 17 – 20	SLO of the Week: #3 – Effective Communicators Lesson 2: Creating a Company Lesson 2 Exam on Wednesday Lesson 3: Working with Vendors
July 24 – 26	SLO of the Week: #4 – Quality Producers Lesson 3 Exams on Tuesday Lesson 4: Working with Customers
July 31 – Aug 3	SLO of the Week: #5 – Involved Community Members Lesson 4 Exam on Monday Lesson 5: Banking with QuickBooks Lesson 5 Exam on Thursday Lesson 6: Correcting & Customizing in QuickBooks
August 7 – 10	SLO of the Week: #1 – Active Problem Solvers Lesson 6: Exam on Wednesday Review Unit 1 on Thursday
August 14 – 17	SLO of the Week: #2 – Goal Setters and Achievers Unit 1 Exam: Mid-Term Exam (Written & Hands-On) on Monday Tuesday: Payroll: Accounting Concepts Wednesday: QuickBooks Payroll
August 21 – 24	SLO of the Week: #3 – Effective Communicators Tuesday: Payroll Exam Wednesday: Review Payroll Exam

¹ Subject to change, depending on class progress

Grading

- 75% of total points are required for a passing grade in this class.
- HOWEVER:** Points will be earned on chapter assignments, Class activities & Final Projects
- If Final Project is NOT turn in, point deduction will be taken.
- Late assignments are **NOT acceptable** (talk to the instructor if you are having problems).
- Grades are posted after each exam.
- Grades are based on class activities/Assignments and Exams. Below are the *projected* points for this class.

Chapters	Assignments	Exam	Totals
Chapter 1	45	78	123
Chapter 2	30	133	163
Chapter 3	40	95	135
Chapter 4	35	131	166
Chapter 5	40	131	171
Unit 1 Exam	0	120	120
Unit 1 Case Study	0	260	260
Payroll	40	113	153
Totals²	230	1061	1291

Also:

- Based on the Expected Student Learning Outcomes (SLO)
- Six Pillars of Character
- If you show disrespect to the class and the instructor, you will be given a “REFERRAL” and you must see Mrs. Melanie Franz (CTE Career Guidance Specialist) and return the form to the instructor.
 - Major issue is the talking during lecture and students want to hear the answer to a question.
 - If social discussion is more important than the class lecture, then PLEASE sign out, leave the classroom and carry your discussion outside the classroom.

Also – to complete this class successfully – TIME MANAGEMENT:

- You must management your time (Summer classes are long and cover more materials)
- Read the Assignment Sheet carefully** and schedule your time to complete the assignments
- Have a calendar and schedule your time
- Study Buddy – Study Group – Yes! This takes TIME
 - Studying in groups helps you on your exam
 - Go over your notes in your Study Group

Attendance:

- Attendance is mandatory.
- After 4 absences, you will sign an Absent Referral. This referral will be placed in your file.
- You are allowed 4 absences only. No Exceptions!
- All excused absences must be cleared through Melanie Franz, CTE Career Guidance Specialist.
- If you are an agency student and you believe you have an excused absent, clear your absence with Ms. Josie Gallegos, the Financial Aid/Agency Coordinator.
- If you know you are going to be absent, let the Melanie or Josie know in advance.
- If you have questions about your absence, make an appointment with the Career Guidance Specialist.
- You are responsible for keeping track of your absences**
- Have a calendar and mark the dates you are absent

Sign-In/Out Sheet:

- When you walk into the classroom, make sure you sign your name and the time you entered into the class
- Do not write the time when the class starts
- Do not sign out when you sign in
- When you sign-out, write the time you sign out, not the time when the class ends

Assignments:

- You will complete all lessons.
- Assignments consist of: Chapter Terms, Assignments, Tests and a project.
- Work must be turned in on time to receive full credit.
- Late assignments are not acceptable.

² Total Points are projected points. Total points will vary depending on the class progress.

Externship:

1. Externship is available after you complete your certificate program. The Externship is an opportunity to gain work experience after you complete all classes in your program.
2. In order to qualify for the Externship, you must meet a minimum total Rubric score from all classes. All instructors enter your Rubric scores at the end of the term.
3. To learn more about the Externship, please see the Career Counselor, Mr. Rick Talley.

Tardiness & Breaks:

1. Please arrive on time – coming to class late will not be tolerated!
2. Class starts at 8:00 am.
 - o You are late if you arrive after 8:00 am
 - o **There is no grace period**
3. There is one break in this class until 9:45 am
 - o Taking excessive bathroom breaks or cell phone calls will result in a tardy
 - o Bathroom break or cell phone calls exceeding 15 minutes will result in a tardy
4. If you are late at the start of the class and leave early at the end of the class, this counts as 2 tardies
5. If you must see the Career Advisor or the Agency Coordinator, make an appointment or see them during the break
6. Three tardiness counts as 1 absence

PLAGIARISM/CHEATING

1. All individual assignments must be completed individually and uniquely
2. Talking during an exam is considered cheating and will result in failing the exam
3. Copying an example out of a book, handout or another student and turning it in as your own work is **PLIARISM**
4. If you must copy, “cite” your references.
5. **If you are caught cheating, you fail the exam.**

Writing Assignments:

1. **All writing assignments must be complete, written in English, with proper grammar, sentence construction, and in paragraph format**
2. When the text has a question, the answer must be written in a paragraph format
3. No IM abbreviations or text messaging abbreviations
4. Grammar is important because the assignment will have a polish and professional look

Talking in Class & Cell Phone Calls

1. Limit talking in class (except helping a student or relating to computers). Respect other students
2. Excessive talking will result in a warning
3. If talking continues, you will be asked to leave the class and receive a tardy/absence
4. **Turn off cell phones and put them away (not on your desk or in your hand)**
5. No talking during exam. Talking during exam will result in failing the exam

Clovis Adult Education and Clovis Unified School District Standards

1. All Clovis Unified Schools are Drug Free Campus
 - a. Zero Tolerance Policy
 - b. No Smoking or tobacco products on campus
 - c. Smoking Area is on the Sunnyside Ave sidewalk on the west side of campus
 - d. No Drugs or Gum Chewing
2. Dress **Code** – Philosophy is Dress For Success & Use Common Sense
 - a. Absolutely! **Positively!** **No perfume, cologne, or any fragrance**
 - b. Men: No Saggy pants; No Gang Wear; No Tank tops/cut-off sleeves; Remove hats in the classroom
 - c. Women: No shorts/skirts that are too short; too much Exposure (midriff); No spaghetti strap tops
 - d. See Student Handbook for the student dress code.
 - e. Professional Dress Day
3. Restrooms – Taking too many breaks will result in a tardy or leaving early
4. Emergencies **Procedures:**
 - a. Fire Emergency Procedures
 - b. Lock Down Procedures
 - c. First Aid Kit
 - d. Occupational Safety Rules
5. Parking
 - a. Do not drop off or pick up students on David E Cook Way (Student Safety). Do this in the parking lot
 - b. Visitor parking is 20 minutes (green stalls)
 - c. Additional parking are available on the east side of campus

6. Internet **Access**:
 - a. CUSD Appropriate Use. – User Agreement
 - b. Monitoring Internet activities:
 - i. No Email during class (unless making an appointment with the Career or Financial counselors)
 - ii. No Games - Prohibited
 - iii. Violation will result in blocking access to the Internet and a warning.
 - iv. Second violation will result in a Counselor Referral.
 - v. A third violation, you will be sent home (plus an absence).
 - vi. A fourth violation, you will be drop from the class

Computer Lab Rules

1. Absolutely! Positively - **No Food, Candy or Drinks near the workstations.**
 - a. If you must have beverages, beverage container must have tight fitting cap.
 - b. Keep all beverages on the floor.
2. Do not touch the screen. Why? _____
3. Do not write on the computer or the table.
 - a. Shutdown your computer.
 - b. Clean your table (eraser crumbs, pencil lead, etc.).
 - c. Put the keyboard and mouse under the monitor.
 - d. Put chairs away.
4. Keep the workstation table clean.
 - a. Shutdown the computer (in Period 2 and 3)
 - b. Throw away staples
 - c. Absolutely, no beverages at the workstation. Put all beverages on the table in front of the classroom.
 - d. No candy or gum – See first rule.
5. When helping your neighbor:
 - a. Keep your hands on your own mouse.
 - b. Let your neighbor do all the work.
 - c. Use the terminology you learned in class. (Effective Communications).
 - d. If you are unable to help your neighbor, ask for help by placing the red cup on top of your monitor.
6. Computer Lab Resources: Printing.
 - a. All assignments will be turned electronically.
 - b. Printing is limited to exam.
7. **Test Taking Rules:**
 - a. Put all books, personal belongings (purse, cell phone, etc.), and binders on the floor
 - b. Turn off your cell phone.
 - c. No headphones or music during and after you completed the exam.
 - d. Absolutely! Positively! **NO TALKING DURING THE EXAM**
 - e. Once you turn in your exam, you may not have the exam back. Check your work before turning the application exam in.
 - f. Hand-written notes only.
 - g. Violation of these rules is an automatic exam failure.
8. **Talking during Lecture will not be tolerated!**
9. Other Issues:
 - a. If you have a concern, see instructor.
 - b. CUSD Zero Tolerance Policy
10. Recycling
 - a. Paper
 - b. **Empty** plastic bottles and aluminum cans
 - c. Trash

In Summary – Employability Guidelines (Work Rules = Classroom Rules)

1. Be Respectful
 - a. Be in class during lecture
 - b. No cross talking – use listening skills
 - c. Inform the instructor if you need to leave early at the beginning of the class.
 - d. Do not walk out in the middle of a lecture.
 - e. No food or drinks at the workstation. Keep them off the workstation
 - f. Be patient
2. Be Courteous
 - a. Listen when other people are presenting
 - b. Encourage other
 - c. Say “Please” and “Thank You.”
3. Be Responsible
 - a. Be on time.
 - b. Turn in work on time
 - c. At the end of the class period:
 - i. Turn off computer
 - ii. Clean your desk (table)
 - iii. Put the keyboard and mouse under the monitor
 - iv. Put your chair away
 - d. Clean your table (pencil marks and eraser crumbs)
 - e. Keep track of your own absences – have a calendar to track exam dates and your absences & tardiness
4. Be Prepared
 - a. Bring supplies to class
 - b. Do the assignments when assigned
 - c. Be ready to learn

Student Learning Outcomes**SLO 1: Active Problem Solvers**

- ❖ Apply critical thinking skills & problem-solving process
- ❖ Utilize technology on the job & in day-to-day life

SLO 2: Goal Setters & Achievers

- ❖ Establish & accomplish constructive short & long-term goal

SLO 3: Effective Communicators

- ❖ Use spoken & written communication competently & confidently
- ❖ Use technology creatively & ethically

SLO 4: Quality Producers

- ❖ Demonstrate a strong work ethic
- ❖ Strive for excellence
- ❖ Work well independently and with others

SLO 5: Involved Community Members

- ❖ Respect the rights of others
- ❖ Make a positive contribution to your family, school, workplace and community.

The Six Pillars of Characters

Trustworthiness:

- Be honest
- Don't deceive, cheat or steal
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – Stand by your family, friends, and country.

Respect:

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility:

- Do what you are supposed to do. Persevere; keep on trying!
- Always do your best.
- Use self-control
- Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

Fairness:

- Play by the rules
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

Caring:

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

Citizenship:

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority
- Protect the environment

Syllabus Quiz

1. What are the course objectives for QuickBooks? _____
2. What is this week's SLO? _____
3. If you have 4 absences, you will receive _____ and must _____ and turn it in
4. How many absences are you allowed each term? _____
5. Whose responsibility is it to keep track of absences & tardiness? _____
6. How many times being late or leaving early (combination) does it take to make one absence? _____
7. List ways of being respectful in the classroom? _____
8. Cell phones are to be _____
9. Cell phone calls are for _____
10. Is it important to be on time? Why? _____
11. What percentage do you need to pass this class? _____
12. Does work need to be turned in on time to receive full credit? _____
13. Late assignments are _____
14. Where is the fire extinguisher? _____
15. What is the fire escape route? _____
16. Talking during exam will result in _____