Course | ACCT 4340 – Survey of Accounting Systems
Professor | Jennifer Johnson
Term | Fall 2015
Meetings | Sec 001 – Mon / Wed  8:30 – 9:45 JSOM 12.214
Some class periods meet in JSOM 1.211 Computer Lab

Professor’s Contact Information
Office Phone | 972-883-5912
Office Location | JSOM 3.702
Email Address | Jennifer.johnson@utdallas.edu
NOTE: For communication related to coursework, please use eLearning.
Office Hours | Tuesday: 11:00 – 12:30
Or by appointment
Office Assistance | Office hours are provided each week for assistance if needed. These are
not a substitute for attending class. I will not review course content with
you due to missed classes. All email related to class work should be
submitted through the eLearning system.
Dhruv Basu
Office Location | JSOM 2.710
Office Hours:
Monday & Wednesday: 9 - 11AM & 2 - 5 PM
Tuesday: 3 to 6 PM
Thursday: 11 to 1 PM
dxb103320@utdallas.edu

General Course Information
Course Description
This course covers small business accounting using QuickBooks software. Topics include creating a
chart of accounts, recording customer and vendor transactions, and printing reports. In addition, setting
up a new company is covered as well as advanced topics such as exporting to Excel software and using
QuickBooks audit trail. The course will also compare and contrast the use of QuickBooks to other
software commonly used by small and medium sized businesses.

Please note that this class will NOT be considered an upper-level accounting class for CPA
purposes. It is an approved upper-level accounting elective for your BS ACCT and BS FINANCE
degree.

Learning Outcomes
1. Understand and be able to use QuickBooks software to do the following:
   • Create and edit chart of accounts using QuickBooks software
   • Make deposits, write checks, and reconcile bank statements using QuickBooks software
   • Create customers, jobs and customer invoices using QuickBooks software
   • Record sales, customer payments and credit memos using QuickBooks software
   • Create vendors, items and purchase orders using QuickBooks software
   • Record bills and pay bills using QuickBooks software
   • Use time tracking, transfer tracked time to customer invoices and process payroll using
     QuickBooks software
   • Customize and print various reports using QuickBooks software
   • Back-up and restore QuickBooks data files
2. Understand how accounting software mirrors the flow of information in the accounting and business
cycles.
3. Be able to prepare useful financial and business reports within QuickBooks and export to Excel
4. Understand the rules and processes to starting your own bookkeeping business
5. Compare and contrast features and uses of other accounting software.
Required Texts & Materials

Textbook:
Computer Accounting with QuickBooks 2015
by: Donna Kay
Publisher: McGraw-Hill
**Must buy new to have access to the software. Book should include a CD with software and files.
Note: if you do not have a CD on your computer, you can use the license key to download

Websites:
Computer Accounting with QuickBooks 2015 Online Learning Center (OLC):
http://www.mhhe.com/kay2015
The OLC contains practice quizzes for each chapter, data starter files, and presentation slides.

Computer Accounting with QuickBooks 2015 Student Website:
MyQuickBooks.com contains Excel reports and document templates for homework assignments.

JSOM Computer Lab - JSOM has invested in copies of QuickBooks for your use. You are able to use the JSOM 12.101 lab whenever possible for class work.

Flash Drive – You will want a flash drive if you choose to use the school software.

IMPORTANT FOR MAC USERS - the QuickBooks software is only compatible for Windows. If you have a MAC then you will need to following items installed on your MAC to have the software work:
• Boot Camp (resident on your MAC) or Parallels Desktop
  ($39.99 from UTD Tech Store - Desktop for Mac Student License w/Free USB Flash Drive, Mac.
• Windows Operating system upgrade
  ($14.999 @ UTD Tech Store) Microsoft Windows 8.1 Pro Upg 32/64bit Student Option Download.
• MS Office
  ($14.99 @ UTD Tech Store) Microsoft Office Pro Plus 2013 for Windows Student Option Download.

Other Materials:
• Laptop
• Scantron - #882
• #2 Pencil
• UTD ID
• Use of eLearning - Course materials will be posted here
• Use of Microsoft Excel
• Internet Access

Assignments & Academic Calendar
See last page of the syllabus for class schedule.
Course Policies
Grading Criteria:

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>Qty</th>
<th>Points Each</th>
<th>Total Points Possible</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1-12 - Projects As Assigned</td>
<td>12</td>
<td>25</td>
<td>300</td>
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</tr>
<tr>
<td>Case A</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>8%</td>
</tr>
<tr>
<td>Case B</td>
<td>1</td>
<td>100</td>
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<td>8%</td>
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<tr>
<td>Case C</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>8%</td>
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</tbody>
</table>

In-Class Quizzes
Chapter In-Class Quizzes: 12 Quizzes given. Will drop lowest 2 10 20 200 17%

Tests
Mid-term Exam – in labt 1 200 200 17%
Take Home Final Exam or QB Certification Exam** 1 200 200 17%

Total Possible Points: 1200

Your final grade in this class will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Range</th>
<th>Low</th>
<th>High</th>
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<tbody>
<tr>
<td>A+</td>
<td>1152 - 1200</td>
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<tr>
<td>A</td>
<td>1116 - 1151.5</td>
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<tr>
<td>A-</td>
<td>1080 - 1115.5</td>
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<tr>
<td>B+</td>
<td>1032 - 1079.5</td>
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<tr>
<td>B</td>
<td>996 - 1031.5</td>
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<tr>
<td>B-</td>
<td>960 - 995.5</td>
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<tr>
<td>C+</td>
<td>912 - 959.5</td>
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<tr>
<td>C</td>
<td>876 - 911.5</td>
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<tr>
<td>C-</td>
<td>840 - 875.5</td>
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<tr>
<td>D+</td>
<td>792 - 839.5</td>
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<tr>
<td>D-</td>
<td>720 - 755.5</td>
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<tr>
<td>F</td>
<td>0 - 719.5</td>
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</table>

Exams / Quizzes
There will be 2 QuickBooks based exams. They will be cumulative and build upon the knowledge gained during the class. The exams will be partially objective and partially practical using the QuickBooks
software. The mid-term exam will be given in the JSOM computer lab. The other exam will be given as a take-home exam.

**QB Certification Option:** A student may (at a cost of $110 to the student) choose to take the QB Certification exam offered via Certiport and given in the UTD Testing Center in lieu of the final exam. If QB Certified User exam is passed by the date of the final exam due date, the student will be able to use this to replace their take home final exam. Proof of the certification must be provided to the professor. Additional details and dates to be provided during the term.

Quizzes will be given in class and will be short summaries of the items learned. There will be 12 quizzes given. I will drop your two lowest quiz grades. Quizzes may be given at beginning or end of a class period.

**Make-up Exams**
Make-up exams will be given ONLY for excused absences, which must be determined prior to the exam. Excused absences may be given for verifiable medical or family emergencies. Written documentation must be provided for substantiation of the absence. Students who do not show up for an exam, and for whom prior arrangements have not been made will receive a score of 0. There is no guarantee that the level of difficulty of the make-up exam will be compatible to that of the original test. All make-up exams will be taken at a time determined by the instructor.

**Project / Assignments / Cases**
The projects or assignment referenced in the points above will be assigned in class. Details and instructions will be posted on eLearning and reviewed during class. Assignments are due at the beginning of class on the due date as outlined in the syllabus. **No Late Work will be Accepted.**

**Attendance**
It is critical to your success in this class to attend the class and take notes during the lecture. You should read the course material prior to the class to help enhance your understanding. The course lecture will be available prior to each class for download and printing via eLearning. There will be no use of cell phones, or texting during class.

**Extra Credit**
There will be no extra credit available

**Late Work**
Late work is not accepted.

**Classroom Citizenship**
All students should respect each person's right to learn and attend this class. Please refrain from surfing, texting and cell phone use during class.

**Comet Creed**
This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:
“As a Comet, I pledge honesty, integrity, and service in all that I do.”
Student Conduct and Discipline
The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas printed publication, *A to Z Guide*, which is available to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000*, Board of Regents, The University of Texas System, and in *Title V, Rules on Student Services and Activities* of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html.

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

[Added July 2010] Students are expected to be attentive during class and to participate actively in group activities. Students are expected to listen respectfully to faculty and to other students who are speaking. Racism, sexism, homophobia, classism, ageism, and other forms of bigotry are inappropriate to express in class. Classes may discuss issues that require sensitivity and maturity. Disruptive students will be asked to leave and may be subject to disciplinary action.

Academic Integrity
The faculty and administration of the Jindal School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school’s reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Use of test banks or other instructor only material
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be re-graded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student’s graded test and affixing one’s own name on it;
• Recording two answers, one on the test form, one on the answer sheet;
• Marking an answer sheet to enable another to see the answer;
• Encircling two adjacent answers and claiming to have had the correct answer;
• Stealing an exam for someone in another section or for placement in a test file;
• Using an electronic device to store test information, or to send or receive answers for a test;
• Destroying or removing library materials to gain an academic advantage;
• Consulting assignment solutions posted on websites of previous course offerings;
• Transferring a computer file from one person’s account to another;
• Transmitting posted answers for an exam to a student in a testing area via electronic device;
• Downloading text from the Internet or other sources without proper attribution;
• Citing to false references or findings in research or other academic exercises;
• Unauthorized collaborating with another person in preparing academic exercises.
• Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

http://www.utdallas.edu/deanofstudents/bigfour/ and
http://www.utdallas.edu/deanofstudents/dishonesty/#examples

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including IPads, IPhones, IPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another’s work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Case Write-ups – Zero for the Assignment
3. Quizzes – Zero for the Quiz
4. Presentations – Zero for the Assignment
5. Group Work – Zero for the Assignment for all group members
6. Tests – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student’s Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The Jindal School of Management also reserves the right to review a student’s disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student’s eligibility for a scholarship.
**Student Grievance Procedures**

Procedures for student grievances are found in university policy UTDSP5005 (http://policy.utdallas.edu/utdsp5005). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

**Incomplete Grade Policy**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

**Other Policies & Procedures:**

**UT Dallas Syllabus Policies and Procedures**

The university maintains all of the university standard syllabus policies and procedures posted here: [http://go.utdallas.edu/syllabus-policies](http://go.utdallas.edu/syllabus-policies). In addition to the policies and procedures referenced in this syllabus, you are also responsible for referencing and updating your understanding of the policies and procedures located on the standard syllabus referenced above.

*These descriptions and timelines are subject to change at the discretion of the Professor.*
<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>To be Reviewed / Discussed</th>
<th>In-Class Quizzes</th>
<th>Deliverables Due by End of Day = 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSOM 12.214</td>
<td>M – 8/24</td>
<td>Class Overview; Software / Books</td>
<td></td>
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<tr>
<td>JSOM 12.214</td>
<td>W – 8/26</td>
<td>Review some options on Accounting Software Why QuickBooks; QB Online How to get yourself setup and ready to go</td>
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<tr>
<td>LAB 12.101</td>
<td>M – 8/31</td>
<td>Ch. 1 - Quick Tour of QuickBooks Install, naming /saving files, data location</td>
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<tr>
<td>LAB 12.101</td>
<td>W – 9/2</td>
<td>Ch. 2 – Customizing QuickBooks &amp; Chart of Accounts</td>
<td>Chapter 1</td>
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<td>M – 9/7</td>
<td>NO SCHOOL – UNIVERSITY HOLIDAY</td>
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<td>JSOM 12.214</td>
<td>W – 9/9</td>
<td>Ch. 3 – Banking</td>
<td>Chapter 2</td>
<td>Project 1 &amp; 2</td>
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<td>M – 9/14</td>
<td>Ch. 3 – Lab Work</td>
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<td>JSOM 12.214</td>
<td>W – 9/16</td>
<td>Ch. 4 – Customers &amp; Sales</td>
<td>Chapter 3</td>
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<td>LAB 12.101</td>
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<td>Ch. 4 – Lab Work</td>
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<td>Project 4</td>
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<tr>
<td>JSOM 12.214</td>
<td>W – 9/23</td>
<td>Ch. 5 – Vendors, Purchases and Inventory</td>
<td>Chapter 4</td>
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<td>LAB 12.101</td>
<td>M – 9/28</td>
<td>Ch. 5 – Lab Work</td>
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<td>Project 5</td>
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<tr>
<td>JSOM 12.214</td>
<td>W – 9/30</td>
<td>Ch. 6- Payroll (Limited Coverage) Introduce CASE A (not from book)</td>
<td>Chapter 5</td>
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<tr>
<td>LAB 12.101</td>
<td>M – 10/5</td>
<td>Ch.6 &amp; CASE A Lab Work</td>
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<td>Project 6</td>
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<tr>
<td>JSOM 12.214</td>
<td>W – 10/7</td>
<td>Ch 7 – Reports &amp; Graphs</td>
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<td>Project 7 CASE A</td>
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<td>Catch-Up day</td>
<td>Chapter 7</td>
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<td>W – 10/14</td>
<td>Speaker</td>
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<td>LAB 12.101</td>
<td>M 10/19</td>
<td>Mid-Term Exam – To be taken in the Computer Lab using QuickBooks</td>
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<td>Ch. 9 – Accounting for a Service Company</td>
<td>Chapter 8</td>
<td>Project 8 Project 9</td>
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<td>Lab Time – Project 8 &amp; 9</td>
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<td>M – 11/2</td>
<td>Ch. 10 – Merch. Company – Sales, Purch, Inv. Introduce Case #B Note: Project 10 – not from book</td>
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<td>Case B</td>
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<td>LAB 12.101</td>
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<td>Ch. 10 – Lab Work Case B – Lab Work</td>
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<td>Project 10 (not from book)</td>
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<td>JSOM 12.214</td>
<td>M – 11/9</td>
<td>Ch. 11 – Merch. Company – Payroll (Limited Coverage) Note: Project 11 – modified from Book</td>
<td>Chapter 10</td>
<td>Chapter 11</td>
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<td>JSOM 12.214</td>
<td>W - 11/11</td>
<td>Ch. 12 – Advanced QuickBooks Features Note: Project 12 – not from book</td>
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<td>Project 11 (modified) Project 12 (not from book)</td>
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<td>M – 11/16</td>
<td>More advanced features: Look at other software</td>
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<td>LAB 12.101</td>
<td>W – 11/18</td>
<td>Ch 11 &amp; 12 – Lab Work Note: Project 11 – modified from book Note: Project 12 – not from book</td>
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<td>M – 11/23</td>
<td>NO SCHOOL – UNIVERSITY HOLIDAY – Fall Break!</td>
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<td>Review; Case C Introduction</td>
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<td>Case C</td>
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<td>M – 12/7</td>
<td>Case C Lab Time Take home final released</td>
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<td>W – 12/9</td>
<td>Review – Last Day of Class</td>
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<td>Take Home Final or QB Cert Due 12/15</td>
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