CAOT 78/ MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE
Spring Semester 2013

Educator: Mr. Mark A. Lampert
Office: CAOT Room 2021 Sub-Room A
Phone Number: 818-364-7600 x 4428
Student Office Hours: Monday: 6:00 -6:30 p.m.
Wednesday: 3:30-4:00 p.m.
E-Mail: lamperma@lamission.edu

Textbook Web Page: QUICKBOOKS LEARNING GUIDE 2013, by INTUIT. Only New books include the 140 day version of QuickBooks Pro. To Order direct call 1-866-570-3843 or email: Please go to http://accountants.intuit.com/intuit-education-program/ and scroll down to the products and pricing section. The text is $79.95. The ISBN it is 978-1-57338-116-1-1

Advisory: Basic computer knowledge, ability to keyboard, and knowledge of introductory accounting principles.

Course Description: CAOT 78 educates students in the use of the microcomputer for bookkeeping and accounting applications in the electronic office. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using the QuickBooks Pro 2013 microcomputer software package.

A CD for the Student Data Files is included in the text (new books only) along with a full version of QuickBooks Pro 2013 valid for 140 days after date of startup. INSTALL THIS DISK ONLY DURING THE 1ST WEEK OF CLASS OR LATER. If you purchased a used textbook; you can purchase a full version of QuickBooks Pro 2013 at any office supply store, or direct at 1-866-570-3843

Student Learning Outcomes: As a result of taking this course, students will be able to

1. File Creation – Students will be able to create a new QuickBooks file, based on narrative information, that will include information on accounts, customers, vendors, employees, items, company information, and company preferences.
2. Transactions – Students will be able to use QuickBooks to properly record purchase orders, sales receipts, invoices on account, cash receipts, cash payments, inventory receipts, payroll, purchases on account, and accrual adjustments.
3. Financial Statements - Students will be able to use QuickBooks to create an income statement, balance sheet, statement of cash flows, and transactions lists by date.
4. Supplemental Reports - Students will be able to use QuickBooks to create additional reports such as an accounts receivable aging, accounts payable aging, sales graph, inventory status, customer contact lists, vendor contact lists, employee contact lists, and an item list.

Required Supplies:

1. Text: *QUICKBOOK LEANRING GUIDE,* by INTUIT, **IMPORTANT: Each student must have his or her own textbook.**
2. USB Flash Drive
3. Pens, pencils, paper, and notebook to take notes and organize work. A 3-ring loose-leaf notebook with dividers is preferred.
4. A printer card purchased from either the LAMC Business Office or the LRC.
5. Scantron forms #882 (one packet). Only required by finals week.
6. A CD of the Application Program QuickBooks Pro 2013 (supplied with new text only).

Grading:

A variety of assignments will be given including end of chapter review, word fill-in, end of chapter assignments, and two exams. All assignments and exams will be graded on a point basis and the final grade will be based on the total number of points accumulated.

Explanation of letter grading system:

- **90% and above = A** An "A" assignment is one that is outstanding in all respects of the class.
- **80 - 89% = B** A "B" assignment represents above average work.
- **70 - 79% = C** A "C" assignment is average work; it meets but does not exceed the requirements.
- **60 - 69% = D** A "D" assignment represents below satisfactory work.
- **Below 60% = n/p (no pass)** An "n/p" means that the work is below acceptable standards. The student who receives an n/p grade should make an appointment to see the educator to discuss the errors made so that he/she may learn from them and improve on the next assignment.

Drop Policy: It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th week; a letter grade must be assigned.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason as described in the College Catalog. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Academic Honesty:

In education, business, and personal life, ethics are of utmost importance. Therefore, academic honesty is expected. Any instance of academic *dis*honesty (cheating) will significantly affect the grade of all individuals involved, and disciplinary action may be taken.

In this class interaction is encouraged and some assignments will be done as a group. Each person, however, must develop his or her own solutions to the assigned projects,

assignments, and tasks. In other words, students may not "work together" on graded assignments but are encouraged to offer help and advice. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Need for Assistance:

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Additional Notes:

1. **Regular** and **prompt** class attendance is extremely important. Doing the assignments helps you improve your accounting and electronic bookkeeping skills; contributing to the class discussions also helps your learning and makes the class a more lively and interesting place to work; however, you cannot make a contribution to class if you are not here.

   Your attendance will influence your final grade for the semester.

   If you miss a class, it is your responsibility to find out what was missed.

2. Assignments are due on the date scheduled (see Schedule of Assignments). Late assignments are accepted within one week of the due date; however, the grade on the assignment grade is **lowered one grade level**.

3. There will be two end of section exams. The final exam will be the second end of section exam. **No make-up or exams will be given**.

4. **Label all work in the upper right-hand corner with your class number, name and current date.** Ex:

   #10
   Calvin Klein
   February 8, 2013

5. Keep all handouts and graded assignments in a 3-ring binder for ease of reference. **Keep all graded assignments until the end of the semester**.

6. This is a fast-paced, intensive course that will require considerable outside work and preparation. It will be assumed that you have a good understanding of basic accounting rules. These will not be covered extensively in class. If you don't feel you have these basic skills, it is strongly advised that you take ACCT 1 or 21,22, before taking this class.

7. If we are to get through this material each session you need to be prepared. Please read assigned material before class exercises and before attempting an assignment. If you are unprepared, you will be penalizing the entire class, not just yourself.

8. Ask questions when you are unsure about something—that is part of your responsibility as a student.

9. Write the name and contact information for two students in the class:

Name_____ Phone No. _____ e-mail: _____

Name_____ Phone No. _____ e-mail: _____

Student Resources at Los Angeles Mission College

These are some of the resources available to students on campus:

- **LAMC Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: http://www.lamissionbookstore.com/

- **Counseling Department:** For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

- **Disabled Students Programs and Services:** For appointments and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

- **Extended Opportunity Programs and Services**: For appointments and information call 818-364-7645 or visit http://www.lamission.edu/eops/

- **Financial Aid:** For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

- **Library:** For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or http://www.lamission.edu/library/

- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter