

Moravian College
Accounting 390.2
Financial Accounting Applications
Fall 2011

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Course Description

Using QuickBooks accounting software students will explore how systems are designed, transaction data is input, and how a variety of reports for internal and external use are developed. Using software to perform the basic accounting tasks will greatly simplify the recordkeeping aspect of accounting, allowing students to more fully explore the *information* contained in the accounting systems and how this information can be utilized to *make business decisions*.

Course Objectives

By the end of the course students should be able to:

- Use the main features of QuickBooks, a small business accounting software
- Understand the various cycles in the accounting system and their linkages in order to
 - Understand and report on Sales and Cash receipts cycle information
 - Understand and report Purchase and Cash Disbursement cycle activities
 - Understand and report Payroll Cycle and Other activities
- Record transactions, perform month end procedures, adjusting entries and financial reporting in QuickBooks
- Understand and identify system controls
- Perform business analytics to assess the company's performance

Required Materials

Computerized Accounting Using QuickBooks Pro 2010. Arens, Ward, and Borsum. Armond Dalton Publishers, Inc: Okemos, MI

Attendance, Participation and Preparation

Your attendance and participation are vital to the success of the course; therefore, *active participation is welcomed and encouraged!* Many of the concepts covered in this course build upon concepts covered earlier in the course. For this reason, it is crucial that students keep up with the readings and assignments. Please ask questions and seek help as soon as possible to avoid falling behind.

Blackboard Course Site

Many of the materials for this course can be accessed through Moravian's Blackboard course management system. Items included on the Blackboard site include instructor prepared materials such as electronic copy of the syllabus, and class notes.

Class communications including course updates, email messages, and other important announcements will be communicated in class and through Blackboard. Students should log in to the course Blackboard site at least weekly.

Grade Determination

The final grade for the course will be determined as follows:

Homework Assignments	30%
Warren Sports Supply	30%
New Company Setup	15%
Quizzes	25%
TOTAL	100%

Grading Scale:

A = 94% and above	B- = 80% to 83%	D+ = 67% to 69%
A- = 90% to 93%	C+ = 77% to 79%	D = 64% to 66%
B+ = 87% to 89%	C = 74% to 76%	D- = 60% to 63%
B = 84% to 86%	C- = 70% to 73%	F = below 60%

Academic Honesty

“Academic integrity is the foundation on which learning at Moravian College is built. Moravian expects its students to perform their academic work honestly and fairly. In addition, a Moravian student should neither hinder nor unfairly assist the efforts of other students to complete their work successfully.” (Moravian College Student Handbook, Academic Honesty). Academic dishonesty includes, but is not limited to plagiarism, cheating, helping or hindering others, and false testimony. The College's expectations and the consequences of the failure to meet those expectations are outlined in the Student Handbook.

www.moravian.edu/studentLife/handbook/academic/academic2.html

Disability Support Services

Students who wish to request accommodations in this class for a disability should contact Mr. Joe Kempfer, Assistant Director of Learning Services for Disability Support, 1307 Main Street (extension 1510). Accommodations cannot be provided until authorization is received from the office of Learning Services. Students with other needs/concerns are encouraged to make an appointment with Dr. Ronald Kline in the Counseling Center (all other disabilities.) The Learning Services Office and Counseling Center are located at 1307 Main Street (610) 861-1510. Please refer to the Moravian College Student Handbook under Academic Resources for more information. www.moravian.edu/studentLife/handbook/academic/academic4.html

Accounting 157 A
Fall 2011
Tentative Schedule of Topics and Assignments ¹

	Date	Topic	
W	Aug 31	Financial Accounting Review and Intro to Software	
W	Sep 7	Overview of Accounting Cycles and QuickBooks Familiarization	Ch 2
W	Sep 14	Overview , Processing and Internal Controls	Ch 3
W	Sep 21	Obtaining Information and Reports	Ch 4
W	Sep 28	Maintenance Activities	Ch 5
W	Oct 5	Internal Controls and Flowcharts	
W	Oct 12	Purchase and Disbursement Cycle	Ch 6
W	Oct 19	Sales and Cash Receipts	Ch 7
W	Oct 26	Sales and Cash Receipts cont'd	
W	Nov 2	Payroll Cycle	Ch 8
W	Nov 9	Warren Sports Supply	Ch 9
W	Nov 16	Warren Sports Supply	
W	Nov 23	Thanksgiving Holiday – No class	
W	Nov 30	New Company Setup	Ch 10
W	Dec 7	New Company Setup	

¹ This is a tentative schedule of assignments; exact dates assigned to each topic may change depending on the pace of class discussion. Changes to the schedule will be announced in class. It is the student's responsibility to ensure that he or she is aware of all changes.