ACC215 - QuickBooks Computer Accounting
Pima Community College – East Campus
Summer 2006 - 200630

Course: ACC215  CRN: 32924
Instructor: Tess LaPorte  E-mail: Tess.laporte@pima.edu
Mailbox: Bldg: E5  Room: 519  Voice mail: 206-7681
Format: SP (Self paced)  Address: 8181 E Irvington Rd
                     Tucson, AZ 85709-4000

Office Hours: By appointment, Monday Evenings Only.

Course Description: Credit: 2.00  Prerequisites: None
Use of current QuickBooks software to set up and maintain accounting records for a small
business.

Attendance: This course is a self-paced course. Grade is not based on attendance, but
assignments must be turned in before course deadline for full credit.

Grade Determination:

Virtual Projects assignments 4 x 50pts = 200
Multiple-choice Exam 30
Final Project 200
Total Points 430

Grading Policy: 90-100% = A  80-90% = B  70-80% = C  60-70% = D  Below 60% = F

Withdraw Deadline: June 5th online at www.pima.edu

Incomplete Grades: Must be discussed with instructor and requested in writing.

Textbooks and Materials:

    Computer Accounting with QuickBooks (version that matches software)
    Donna Ulmer

    3.5 formatted diskettes or CD-R labeled with Name and CRN for backup

    If using the computers on campus, you will need a user name and
    password from the computer commons.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assignment to turn in</th>
<th>Suggested Due Date</th>
<th>Special notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td>Acknowledgement Form</td>
<td>6/5</td>
<td>Assignments can be turned in on paper or emailed to me at <a href="mailto:tess.laporte@pima.edu">tess.laporte@pima.edu</a>.</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>Read – Do Not Turn In</td>
<td>6/5</td>
<td>Read Appendix B and C before beginning chapter assignments.</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Read – Do Not Turn In</td>
<td>6/12</td>
<td>Chapter 1 – 8 do not need to be turned in, but should be reviewed.</td>
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<tr>
<td>Chapter 3</td>
<td>Read – Do Not Turn In</td>
<td>6/12</td>
<td>All assignments must be labeled with Full Name, Course, Chapter #, and Book/Software Version.</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Read – Do Not Turn In</td>
<td>6/19</td>
<td>ONLY e-mails with your full name, course and chapter # in the subject line will be accepted. Attach only 1 chapter per e-mail. A reply will be sent upon receipt of assignment.</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Read – Do Not Turn In</td>
<td>6/19</td>
<td>Assignments are accepted up to August 7th. Assignments will not be returned for corrections.</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Read – Do Not Turn In</td>
<td>6/26</td>
<td>Exams and Final will be e-mailed to you when requested.</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Read – Do Not Turn In</td>
<td>6/26</td>
<td>In order to email assignments you must 1st save them as a PDF file. For information attend orientation or email me for directions.</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Read – Do Not Turn In</td>
<td>7/3</td>
<td>A Free QuickBooks Trial Version can be ordered at <a href="http://www.quickbooks.intuit.com">www.quickbooks.intuit.com</a> (search for Free Trail)</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Virtual Company Project 9.1</td>
<td>7/10</td>
<td>If you need further assistance you may e-mail me, or schedule an appointment.</td>
</tr>
<tr>
<td></td>
<td>Checklist</td>
<td></td>
<td>Grades will be posted online at <a href="http://www.pima.edu">www.pima.edu</a> by August 14th.</td>
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<tr>
<td>Chapter 10</td>
<td>Virtual Company Project 10.1</td>
<td>7/17</td>
<td></td>
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<td>Checklist</td>
<td></td>
<td></td>
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<tr>
<td>Chapter 11</td>
<td>Virtual Company Project 11.1</td>
<td>7/17</td>
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<td></td>
<td>Checklist</td>
<td></td>
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<tr>
<td>Chapter 12</td>
<td>Virtual Company Project 12.1</td>
<td>7/24</td>
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<td></td>
<td>Checklist</td>
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<td></td>
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<tr>
<td>Multiple Choice Exam Chapter 1 – 12</td>
<td></td>
<td>7/24</td>
<td></td>
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<tr>
<td>Final Project</td>
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<td>7/31</td>
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PCC Student Code of Conduct & Scholastic Ethics

STUDENT RESPONSIBILITIES

By enrolling at Pima Community College, a student assumes the obligation to be a responsible member of the College community. All students are responsible to:
1. Contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.
2. Adhere to course requirements as specified by instructor(s) in the course syllabus, and follow written and/or oral instructions given by instructors or designated College representatives.
3. Obey all duly established College, local, state, and federal policies, regulations, and laws.
4. Refrain from actions that deny other members of the College community their rights as described herein.
5. Refrain from acts of violence, intimidation, or degradation toward any person.
6. Cooperate with College administrators, faculty, and staff in the performance of their authorized duties.
7. Give and maintain accurate and complete information for all official records required by the College.
8. Meet all financial obligations to the College.
9. Carry personal picture identification at all times while on College property or at College functions.
10. Attend all judicial proceedings when issued notice to do so.
11. Maintain the highest ethical standards in academic achievement.

Students admitted to both PCC and UA through the Program for Joint Admissions and Enrollment will be subject to codes of academic integrity and codes of conduct at both institutions.

Scholastic Ethics Code

The purpose of the Scholastics Ethics Code is to:
- encourage and promote positive learning and ethical scholarly behavior,
- define behavior violating scholastic ethics,
- specify procedures for the determination of the facts of the alleged violations, and to define penalties.

Guidelines for Scholastic Ethics

Students assume full responsibility for the content and integrity of the coursework they submit. The following is a guide to assist students in observing positive behavior in scholastic ethics:

1. Students must do their own work and submit only their own work on essays, examinations, reports, and projects, unless otherwise permitted by the instructor.
2. Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations or projects only if specifically authorized by the instructor in the course syllabus or at the time of the examination.

CODE OF ACADEMIC INTEGRITY: VIOLATIONS

Students enrolled in the College assume the obligation of conducting themselves in accordance with the highest scholarly ethics. Actions constituting violations of academic integrity will be considered a violation of the Student Code of Conduct and include, but are not limited to the following:

1. Cheating
   Intentional deceit during the pursuit of academic coursework, tests, class assignments, activities in any testing area, learning center, clinical setting, tutoring session, or in the gathering of research materials is considered cheating. “Cheating” includes, but is not limited to, the following:
   a) Copying from another student's test paper or knowingly allowing your test to be copied.
   b) Using materials during a test that were not clearly authorized by the person giving the test.
   c) Collaborating with another student during a test without permission.
   d) Knowingly using, buying, selling, offering, transporting, or soliciting any of the contents of a test.
   e) Taking a test for another student or permitting another student to take a test for you.
   f) Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course.
   g) Intentional misconstruing of facts or incidents relating to an evaluated exercise or assignment that would change the grade given.

2. Plagiarism
   The representing of the work of other persons as one's own, including the use of term papers written by others and information downloaded from the Internet, is plagiarism. The use of another person's words, ideas, or information without proper acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

3. Collusion
   Obtaining from or giving to another student unauthorized assistance on material in any course work is collusion.

4. Compromising Instructional and Test Materials
   Unauthorized acquisition of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructors' offices, tutoring labs, testing areas, assessment areas, secretarial offices, college offices, and/or other areas is compromising test materials.

5. Misrepresentation/Fraud
   Using false records, false identification papers, unauthorized I.D. cards, or computer access to official college documents or to services such as testing areas, placement assessments, tutoring services, and/or tests or test banks of any type constitutes misrepresentation/fraud.
ACKNOWLEDGEMENT FORM

Name: _______________________________________  Phone Number: ___________________

E-mail address: ________________________________________________________________________

I have received, read, and understand the course syllabus and Pima Policies.

I voluntarily give permission to this course instructor, to e-mail any grades and materials associated with
my student record for this course to the above e-mail address.  Yes ____  No____

Signature: ____________________________ Date: __________________________

ADA:  Pima County Community College District strives to comply with the provisions of the Americans with
Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities requiring special
accommodations must notify the instructor of this need or directly contact the Disabled Student Resources Office on
your campus at the beginning of the semester.

Withdrawals:  Students may withdraw from class at any time during the first 2/3 of the semester (5 1/3 weeks)
without instructor permission and without incurring any grade penalty. Students not active after this date may
receive an "F" grade at the end of the semester. Please be sure to withdraw yourself if you do not expect to
complete the class.

Incomplete (I) grade:  A record of Incomplete as a grade can be given only by the student's request and at the
instructor's option. The instructor who gives the grade of "I" will give the student a form listing the work needed and
a deadline for completion. When the work is finished, the instructor is responsible for grading the work and sending
a Change of Grade form to the Admissions Office. If the student does not finish the work required and a final grade
form is not sent within one year, the “Incomplete” will automatically be changed to an “F.”

Final grades:  For privacy and security reasons, instructors are advised NOT to give grades over the telephone or
via email unless the student signs the acknowledgment page of this syllabus. Students who wish to check grades
may call MAX 2000 at 206-4880 or may access grades online using Banner Online at www.pima.edu.

Audit grades (AU):  Auditing a PCC class means that you enroll, attend and do work for the class but do not
expect to receive credit or a grade. To audit the class, you need the instructor’s permission and signature on an audit
request form from any campus admissions office. This form and appropriate payment must be returned to the
admissions office for admission. An audit registration cannot be completed until the first day of class. You must
complete your audit registration by the end of the course add period for the class you wish to audit. The instructor is
not required to grade assignments submitted by students who are auditing the class.