

Course Title

# **Accounting 25 Automated Accounting Excel Applications for Accounting Principles & Computer Accounting with QuickBooks**

College

**West Los Angeles College**

Semester

**Semester: Spring 2017**

Instructor

**Instructor: Dr. Ewan E. Paymah, CPA, JD/MBA, MAcc.**

Instructor Contact Info

**Email: [Acctg25wlaac@yahoo.com](mailto:Acctg25wlaac@yahoo.com)**

Students may contact the instructor on Friday from 11:00AM to 12:00pm via cell at 310-709-0556. All other communications shall be via Etudes Private Messages. There will be a response time of 24 hours or the next business day. E-mail communication is not encouraged except for the first two weeks of the semester.

Priority response will be given to Etudes Private messages. There will be no response to messages posted on the bulletin board. If you need a response, you must address your message directly to the Instructor, via the Etudes Private Message system.

### *Course Description*

This course provides the students the use of the microcomputer and the QuickBooks software in processing data and generating accounting information. The course also provides the students the opportunity to generate or prepare accounts receivable, accounts payable, payroll, inventory, depreciation and the general ledger reports. Microsoft Excel or the electronic spreadsheet will also be utilized in solving accounting problems, preparing financial statements and other accounting reports.

During the first four weeks of the course, the students will utilize the excel software in the preparation of the Ten-Column Accounting worksheet, prepare accounting reports including the Balance Sheet, Income Statement and Owner's Equity Statement. Students will also learn how to calculate depreciations by utilizing the excel functions. The student will also have the opportunity to set-up or create an accounting system for a new company in QuicksBooks, process accounting data to generate invoices, purchase orders, payroll checks, financial statements including the Balance Sheet, Income Statement and the Statement of Owner's Equity as well as prepare bank reconciliations.

This course is primarily hands-on and will provide the students the hands-on experience needed in executing the aforementioned functions and generating accounting

reports as previously stated.

## Course Objectives

This course is an online course introducing the students to the utilization of the Microsoft Excel software in solving accounting problems and the preparation of financial statements and other reports. (Access to Excel software is mandatory). The course also introduces the students to the QuickBooks accounting software. QuickBooks will be used in processing accounting data, and generating various accounting reports including the financial statements. Each student will have to complete four lessons in Excel and ten lessons/projects in QuickBooks in order to complete the course.

Upon completion of the course, it is anticipated that the student will be able to utilize any spreadsheet in solving accounting problems as well as possess the knowledge to use the QuickBooks or any other accounting software in solving accounting problems or processing accounting data to generate the necessary reports. Further, **students taking this course will acquire the basic understanding of automated accounting to enable them to assume entry level jobs in the business community. The course also provides for those with accounting background the basic knowledge of automated accounting that will enhance their skills and knowledge of automated accounting as well as empower them with the automated accounting skills needed to advance their career.**

**This course will utilize basic accounting concepts that are learned in Accounting 1 and 21 to better enable the students to understand automated accounting. Prior**

completion of, or concurrent enrollment in Accounting 1 or 21 is recommended.

#### TEXT BOOK

**Computer Accounting with QuickBooks 2015 By Donna Kay. Includes QuickBooks Software (140-day trial)**

Seventeenth Edition

**The ISBN is 978125962072-0**

The ISBN of the book bundle is 978-1-259-89202-8.

WLAC Bookstore Buyer's Number  
310-287-4381

Optional Textbook:

**Textbook:** Excel Applications for Accounting Principles by Gaylord N. Smith, South-Western, Cengage Learning  
Optional: ANY USED OR OLDER EDITION WILL BE ADEQUATE.

You may acquire it from Amazon or any online store for less than \$10.00. For those students who do not understand excel, I will also reserve a copy of the text in the WLAC Library. THE VIDEOS SHOULD BE SUFFICIENT.

#### Grading

### Grading

<b>Homework</b>	<b>300 Points</b>
<b>VTEA Survey Completion</b>	<b>05Points</b>
<b>Midterm</b>	<b>50 Points</b>
<b>Final</b>	<b>100 Points</b>

**The possibility exists that the final grade point will be increased/decreased depending on the class performance and extra points/credits.**

#### Software requirements

Any student taking this course online must have access to Microsoft Excel software (mandatory) or use the West Los Angeles College Computer Laboratory or the WLAC Library/Lab computers. Each student should also have access to QuickBooks Pro 2015 (comes with the textbook, the student trial version of QuickBooks works with Windows XP/Works with vista, 7 and 8). The software comes with the new textbook to enable the student to complete the coursework. Students who do not have access to QuickBooks Pro 2015 (comes with the textbook) may also utilize the WLAC Computer Laboratory or the Library in completing their assignments. (The current software is not available in the lab). The textbook is mandatory. THE SOFTWARE THAT ACCOMPANIES THE TEXTBOOK FUNCTIONS ONLY WITH THE MICROSOFT WINDOWS SOFTWARE OR OPERATING SYSTEM.

It is mandatory that students have access to the Excel software. All assignments will have to be submitted via an Excel software or word. Students that do not have access to the Excel or word software, may use the alternative sources aforementioned. As a reminder, a copy of an Excel textbook is reserved in the reference section of the school library.

#### Student Learning Outcome

1. At the end of the course, the successful students will be able to prepare financial statements; Balance Sheet, Income Statement and Statement of Owner's Equity by utilizing the Excel Software as well as prepare the appropriate adjusting entries.

All students will be required to complete a comprehensive computerized excel spreadsheet project that will include the preparation of the ten-column work sheet including the adjusting entries, the Income Statement, the Balance Sheet and the Statement of Owner's Equity.

2. At the end of the course, the successful students will be able to process sales and customer transactions; vendor, purchase and inventory transactions; employee and payroll transactions; and banking transactions via the Quick Books software accurately as well as generate the appropriate reports including the financial statements, Accounts receivables, Accounts payables, Inventory, Payroll, Banking, Sales Tax reports etc.

All students will be required to complete a comprehensive QuickBooks project that will include the analysis of transactions, setting-up of a company record system, entering the transactions data in the company records, making adjusting entries and generating the appropriate reports. The reports to be generated are the financial statements including the Balance Sheet and Income Statement; the Vendor, Customer, Inventory, Sales tax and Bank reconciliation Reports.

#### Technical Assistance

If you have trouble accessing the course on, or after, the start date, visit the Online Student Help Desk at HYPERLINK "<http://www.wlac.edu/online/helpdesk.asp>" <http://www.wlac.edu/online/helpdesk.asp>. Enter the Helpdesk and click on Helpdesk Rules, your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning Program Office at (310)287-4305 or via email: [shemwer@wla.edu](mailto:shemwer@wla.edu).

**Contact the WLAC Distance Learning Program Office at 310-287-4305 for all technical assistance regarding Etudes.**

#### Submission of Assignments

Your assignments are to be submitted as attachments via Excel or Word files depending on the type of assignments. If you don't have

access to Microsoft Word or Excel, you may use the WLAC Computer Laboratory.

### Course Projects

The course contains four major projects that each student will have to complete in QuickBooks. The submission dates are stipulated in the assignment modules.

### Important Dates

## Spring 2017: Traditional Semester

Session Period

February 6 - June 5, 2017

Weekday classes begin week of Feb 6

Saturday classes begin Feb 11

Applications Accepted Beginning currently

### Registration Begins

**GROUP 1:** Priority Registration\*

Veterans, EOPS/Care, DSPS, Foster Youth, CalWORKs

Nov 14

**GROUP 2:** Continuing Students - Fully matriculated\*

Nov 17

**GROUP 3:** Students that have not Fully Matriculated

Dec 5

**GROUP 4:** High School - Special K-12 Admits

Dec 19

*\*in order to maintain your registration appointment time, you must be in good standing, have fewer than 100 degree applicable units, and if required, be fully matriculated by Oct 28, 2016.*

Residency Determination Date

Feb 5

**Special Registration Hours:**

January 30- February 16

Mon - Thur: 8:30am - 7:00pm

Fri: 8:30am - 2:00pm

Sat (Feb 4): 8:30am - 1:00pm

M-F CLASSES Begin

Feb 6, 2017

Sat CLASSES Begin

Feb 11, 2017

**FINALS** ([PDF schedule](#))

May 30 - June 5

**LAST DAY TO**

Priority Enrollment & BOGG Appeal

Oct 14

Recency/Third Attempt Petitions

Jan 3 - Jan 27

Third Course Repeat Petitions

Jan 3 - Jan 27

[Prerequisite Clearance/Challenge Petitions](#)

Jan 27

Add/Audit Traditional Classes

Online: Feb 5

In-person: Feb 16

Drop a Class with a refund/no fee owed

Feb 16

Drop a Class without a "W"

Feb 16

File Pass / No Pass

Feb 16

Drop a Class with a "W"

May 5

**GRADUATION PETITION ACCEPTED**

Nov 14 - Apr 21

**GRADUATION CEREMONY**

TBA @ 5:00...[learn more](#)

**CAMPUS CLOSED**

Presidents' Day: Feb 17 - Feb 20

No Classes: Mar 30

Cesar Chavez Day: Mar 31



Spring Break: April 1 - April 7

Memorial Day: May 29

*NOTE: Short-term courses and other accelerated program classes have different deadlines. Please check with your instructor.*

### Attendance Policy

Any student failing to participate in the class works may be dropped from the class if the instructor determines that there are no mitigating circumstances that may justify the absences. Each student is responsible for officially dropping the class if he/she does not wish to participate in the class.

### Student Code of Conduct

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Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade (see LACCD Board Rule 9803.28). Penalties may include a grade of zero or "F" on an exam or paper, or even suspension from the College.