

**Course Title:**

Accounting 25

Section 16670

**AUTOMATED ACCOUNTING METHODS AND PROCEDURES**

Excel Applications for Accounting Principles

& Computer Accounting with QuickBooks

**College:**

West Los Angeles College

**Semester:**

Semester: SPRING 2019

**Instructors:**

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

Professor Lorenzo Ybarra, MBA, CPA .

Instructor Paymah Contact email: Acctg25wlaac@yahoo.com

Professor Lorenzo Ybarra Contact email: ybarralf@wlaac.edu

Students may contact Instructor Paymah on Fridays from 10:00am to 11:00am via his cell phone at 661-247-9116. All other communications shall be via Canvas Conversation. 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.

All students must use the LACCD email system or the Canvas Conversation for any written communication to the instructor. After the first two weeks of the semester, all contacts must be via Canvas Conversation except as provided above.

Click on the link below for instructions on "How to communicate with the Instructor in Canvass:

[How Do I Communicate with my Instructor](#)

**Orientation:**

There shall be no orientation for this course.

## **LOGGING INTO CANVAS:**

Click on the link below for instructions as to how to log into Canvass. The same information shall also be sent to all registered students via their LACCD email or Canvas Conversation.

[How Do I Log Into Canvass](#)

## **CANVAS 24 HOURS ASSISTANCE LINE:**

Call the 24/7 Helpline below for Canvas assistance or support anytime or use the Student Help Guide to Canvas (Links to an external site.) for assistance in Canvas.

24/7 Helpline 1-844-303-5590

[Student Help Guide To Canvas. \(Links to an external site.\)Links to an external site.](#)

## **WLAC Technical Assistance:**

In addition to the Canvass assistance provided above, students are to contact the WLAC Distance Learning Program Office at 310-287-4305 for all technical assistance regarding Canvas.

## **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 enables the students to prepare the Ten-column worksheet and generate the various Financial Statements by utilizing the Excel software.

The course shall cover the following topics:

1. Overview of Automated Accounting.
2. Prepare a worksheet and financial statements for a business enterprise by utilizing the Excel Software.
3. Compute depreciation by utilizing the Excel software.
4. QuickBooks Quick Tour: Navigation and Settings
5. QuickBooks Chart of Accounts
6. QuickBooks Transactions

7. Banking
8. Customer and Sales
9. Vendors and Expenses
10. Inventories
11. Employees and Payroll
12. QuickBooks Adjustments
13. QuickBooks Reports
14. QuickBooks Service Company
15. QuickBooks Merchandising Company

**Textbook:**

Computer Accounting with QuickBooks 2018 By Donna Kay.

Includes QuickBooks Software 2018 (5-Month license )

ISBN13: 978-1-260-51450-6

ISBN10: 1-260-51450-1  
18th Edition

**The Textbook is REQUIRED (MANDATORY)**

(THE SOFTWARE comes with the textbook)

The WLAC Bookstore Buyer's Number is 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 a used copy of the Excel Textbook from Amazon or any online store for less than \$10.00. A copy is also reserved in the WLAC Library. Watching the videos should be sufficient.

**Exams, Tests, Quizzes and Assignments:**

All exams, tests, quizzes and assignments shall be administered via Canvas.

Exams, tests, quizzes and assignments can be accessed only from the course module or Canvas module. Navigate to the Module in Canvas or Course Module and click on the respective exam, text, quiz or assignment below the respective chapter heading.

All quizzes are due on the stipulated "DUE DATE". However, students may continue to submit their quizzes after the due dates but not after the available ("Until") dates. Quizzes submitted after the available dates shall not be accepted without a valid or legitimate reasons in agreement with the college or District rules, policies or guidelines.

All questions concerning tests, exams, quizzes, assignments must be submitted to the instructor via the Canvas Conversations (Inbox) or email system.

The instructor reserve the rights to change the submission deadline if the need arises.

Students must submit their own and original work and not a png. (picture) or pdf. file unless specifically requested by the instructor.

Click on the link below for assistance or instructions in submitting assignments:

[Submission of Assignments](#)

### **Course Projects:**

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

### **Methods of Instructions:**

This class will be taught online via the Canvas Class Management system. The link to the portal is <https://ilearn.laccd.edu>. As stated above, exams, tests, quizzes and assignments can be accessed only from the course module or Canvas module.

Students are required to read the assigned chapters in the textbook and adhere to the instructions given by the instructor and author. Students are also required to complete the assigned exercises in the textbook in accordance to the given instructions. Students are advised to watch the video(s) and study additional material posted for the various chapters in the module.

**Be advised that this is a hands-on class and the exercises in the textbook must be executed by the students as instructed by the author in order to fully comprehend the materials and concepts.**

**Grading:**

Homework	240 Points
Midterm	50 Points
Projects	140 Points
Final Exam	100 Point

Subject to changes by the instructor.

Each student final grade is determined by the weighted average of the above points earned during the semester.

90 -100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

**Technology Requirement:**

Each student will need a computer with online access to successfully navigate through and perform the required tasks for this course. It's an online class and it is the student's responsibility to have a reliable computer and internet connection.

**Software Requirements:**

Any student taking this course online must have access to a PC and Microsoft Excel software (mandatory). The West Los Angeles College Computer Laboratory or the WLAC Library/Lab computers provides only limited access and prohibit students from installing personal software on their computers.

The Library and Laboratory do not provide any form of tutoring either.

**Student Learning Outcome:**

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

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 QuickBooks software accurately as well as generate the appropriate reports including the financial statements, Accounts Receivables (Customers), Accounts Payables (Vendors), Inventory, Payroll, Banking, Sales Tax reports etc.

All students will be required to complete comprehensive QuickBooks projects that 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, Income Statement, the Vendor, Customer, Inventory, Sales tax and the Bank reconciliation Reports.

## **SEMESTER HOLIDAYS AND IMPORTANT DATES:**

### **HOLIDAYS/NON-INSTRUCTION**

#### **DATES:**

President's Day

Friday, February 15, 2019

Cesar Chavez Holiday

Monday, April 1, 2019

Spring Break

Friday, March 29, 2019 To Friday, April 5, 2019

Memorial Day Holiday

Monday, May 27, 2019

### **Drop and Repeats:**

It is the primary responsibility of the student to officially drop the course if she or he is unable to continue the class. The failure to drop the course could likely lead to an "F" grade.

Effective July 1, 2012, students are allowed three (3) attempts to pass a single class within the Los Angeles Community College District. If a student gets a "W", "D", "F", or "NP" as a grade in a class, that counts as an attempt. If any student think that he or she will not be able to complete this course with a C or better, it is the student responsibility to drop the course.

### **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.

### **Accommodations/Disability:**

Students with a verified disability who may need authorized accommodation(s) for this class are encouraged to notify the instructor and the Office of Special Services as soon as possible, and at least two weeks before any exam or quiz. All information will remain confidential.

### **Student Code of Conduct:**

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; submitting another person's work to get credit for any assignment etc. (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.

### **Financial Aid:**

If you need help paying for books and other college expenses, contact the College Financial Aid Office.



