



**ACNT 1313-012|2**  
**Computerized Accounting Applications**  
**Spring 2025 First 8-Weeks**  
**Online**

**Instructor:**

Name: Bob Mauk, MBA & M. Accounting  
Office: Wednesdays, 2:00 p.m. by appointment via Teams  
Telephone: N/A  
Email: rmauk@com.edu  
Location: Online

**Student/Office Hours and Location:** Wednesdays, 2:00 p.m. by appointment via Teams

**Required Textbook:**

ISBN 978-0-79249-328-7

Inclusive Access – COM; CIRR2 QBO 22 DIG

Inclusive Access for College of the Mainland: Cirrus 2.0 for Computerized Accounting



**This option only includes digital materials and no print.**

**Textbook Purchasing Statement:**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:**

This course is a study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet, data base and general ledger software.

**Course requirements:**

Students will complete a variety of exercises such as Watch and Learn exercises, Case problems and Concept Exams utilizing QuickBooks 2022 via the Blackboard Learning management system.

**Determination of Course Grade/Detailed Grading Formula:**

The final grade will be based on the quizzes given during the semester and completion of the minimum number of Lab and homework assignments.

Case Problems: 60% of grade  
Concept Exams (100 points each): 40% of grade

**Grading Scale:**

The following grade scale will be used:

Letter Grade	Final Average in Percent
A	= 90 – 100
B	= 80 – 89
C	= 70 – 79
D	= 60 – 69
F	= 59 – below

**Make-Up Policy:**

Generally, no make-up exams or quizzes will be given. If an exam is not taken during the scheduled time period, the grade of zero will be recorded for the exam or quiz.

Any make-up quizzes will be allowed by the instructor only under extenuating circumstances and at the specific request of the student.

**Attendance Policy:**

Roll will be taken in each class period (only if this class is scheduled to be face to face) and 100% attendance is expected. If you are taking this class online, you are expected to log into Blackboard at least 4 times a week. Those students, who in the instructor's judgment miss enough class to prevent successful completion of this course, may be withdrawn from the course. Otherwise, as stated in the College catalog, it will be the responsibility of the students themselves to withdraw from the course prior to the W-Day February 26 if they elect to do so, in order to assure a grade of "W" rather than a grade of "F".

**Communicating with your instructor:**

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statements requiring monitoring and communication expectations via Blackboard or other LMS).

Core Objectives:

**Student Learner Outcomes:**

Student Learner Outcomes	Maps to Core Objective	Assessed via this Assignment
1. Utilize spreadsheet and/or database software for accounting and management applications.	Communication Skills - written	Interactive assessments, case problems and Concepts exams

2. Complete a comprehensive project, utilizing accounting software and other methods.	Empirical and Quantitative Skills	Interactive assessments, case problems and Concepts exams
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**Success Tips for Students:**

Read and work on your assignments regularly.

Take advantage of the Watch and Learn videos provided in Blackboard.

Make use of your Professor's office hours.

If you are not doing well in the course, get help from your Professor now, not later.

STUDY TIME: "The student will be expected to spend a minimum of two hours studying outside of class for each hour of scheduled class time. For example, if there are 3 class hours each week, the student will be expected to study 6 hours outside of class each week."

Tutoring or assistance with homework may be provided on occasions, in the Business/Accounting & Innovations lab, in TVB-1324. Lab hours are posted on the door of TVB-1324. See your Professor for more specifics and availabilities. (Covid restrictions may change this process)

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:**

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving a proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

**Student Concerns/Questions Statement:**

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the department chair, Mr. Andrew Gregory at 409-933-8339 or [Agregory2@com.edu](mailto:Agregory2@com.edu).

**Course Outline:** “The Class Schedule (Course Outline)” identifies a detailed list of what is expected of the student in class versus away from class, for each week of the semester. The Class Schedule is in the rear of this syllabus.

**NOTE:** Students should read each chapter & work on all suggested exercises and problems before class. Exercises and problems will be worked in class along with questions to be discussed if time allows.

**Course Outline:** “The Class Schedule (Course Outline)” identifies a detailed list of what is expected of the student for each week of the semester.

**Net tutor:** Use this link for help with online tutoring - <https://www.com.edu/tutoring/online-tutoring>.

### Course Outline/Tentative course schedule

Week	LECTURE AND HOMEWORK	ASSIGNMENT	EXAM	DUE DATES
<b>1 - 3/10 – 3/16</b>	<p>“Create your student account” in QB located in the Chapter 1 Modules tab.</p> <p>Chapter 1 Click on all links and follow chapter concepts.</p>	Case problem 1-1, 1-2	Concepts exam	<b>3/16</b>
<b>3/17 – 3/23</b>	Spring Break – No Class			
<b>2 - 3/24 – 3/30</b>	Chapter 2 Click on all links and follow chapter concepts.	Case problem 2-1, 2-2	Concepts exam	<b>3/30</b>
<b>3 - 3/31 – 4/6</b>	<p>Chapter 3 Click on all links and follow chapter concepts.</p> <p>Chapter 4 Click on all links and follow chapter concepts.</p>	<p>Case problem 3-1, 3-2</p> <p>Case problem 4-1, 4-2</p>	<p>Concepts exam</p> <p>Concepts exam</p>	<b>4/6</b>
<b>4 - 4/7 – 4/13</b>	Chapter 5 Click on all links and follow chapter concepts.	Case problem 5-1, 5-2	Concepts exam	<b>4/13</b>
<b>5 - 4/14 – 4/20</b>	Chapter 6 Click on all links and follow chapter concepts.	Case problem 6-1, 6-2	Concepts exam	<b>4/20</b>
<b>6 - 4/21 – 4/27</b>	<p>Chapter 7 Click on all links and follow chapter concepts.</p> <p>Chapter 8 Click on all links and follow chapter concepts.</p>	<p>Case problem 7-1, 7-2</p> <p>Case problem 8-1, 8-2</p>	<p>Concepts exam</p> <p>Concepts exam</p>	<b>4/27</b>
<b>7 - 4/28 – 5/4</b>	<p>Chapter 9 Click on all links and follow chapter concepts.</p> <p>Chapter 10 Click on all links and follow chapter concepts.</p> <p>Begin working on Chapter 11. Next week is a short week.</p>	<p>Case problem 9-1, 9-2</p> <p>Case problem 10-1, 10-2</p>	<p>Concepts exam</p> <p>Concepts exam</p>	<b>5/4</b>
<b>8 - 5/5 – 5/7</b>	<p>Chapter 11 Click on all links and follow chapter concepts.</p> <p>Attention: This is a short week. The course will end Wednesday, March 5 at 11:55 p.m.</p>	Case problem 11-1, 11-2	Concepts exam	<b>5/7 at 11:55 p.m.</b>

**Spring break: 3/17/25 – 3/23/25**

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact: Kimberly Lachney, Student Accessibility Services Coordinator  
Phone: 409-933-8919  
Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)  
Location: COM Doyle Family Administration Building, Student Success Center

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**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. **The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26.** The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

### **Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

### **Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.