



ACNT 1313 001IN
Computerized Accounting
Applications Spring 2021
Internet

Instructor

Information:

Siromi Wijesinghe
Office: No office on
campus
Email: swijesinghe@com.edu

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.

Office Hours and Location (Virtual):

Virtual on Bb Collaborate or Microsoft Teams
Mondays and Wednesdays 12:30-1:30PM

Required Textbook:

You are not required to purchase a book. I will provide you an access code and an E-text during the first week of the semester.

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 a Watch and Learn exercises, Case problems and Concept Exams utilizing QuickBooks 2020 via the Blackboard Learning management system.

Determination of Course Grade/Detailed Grading Formula:

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

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

1. 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.
2. Any make-up quizzes will be allowed by the instructor only under extenuating circumstances and at the specific request of the student.

Student Learner Outcomes:

Upon successful completion of this course, students will achieve the following:

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

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 in study 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 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 the appropriate disciplinary action.

Link(s) to resource(s) about ways to avoid plagiarism:

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

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 department chair, Prof. Selina Rahman at 409-933-8339 or srahman@com.edu.

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 the following link for help with online tutoring - <https://www.com.edu/tutoring/online-tutoring>

Semester schedule

Week	CHAPTER	LECTURE AND HOME WORK	ASSIGNMENT	EXAM	DUE DATES
1		No chapter work this week. Explore “QB Getting Started” located in the Chapter Modules tab	Complete the Discussion board item on Bb		01/25
2	1	Chapter 1 Watch and Learn	Case problem 1-1, 1-2	Concepts exam	01/30
3& 4	2	Chapter 2 Watch and Learn	Case problem 2-1, 2-2	Concepts exam	02/13
5	3	Chapter 3 Watch and Learn	Case problem 3-1, 3-2	Concepts exam uiz	02/20
6	4	Chapter 4 Watch and Learn	Case problem 4-1, 4-2	Concepts exam	02/27
7	5	Chapter 5 Watch and Learn	Case problem 5-1, 5-2	Concepts exam	03/06

8	6	Chapter 6 Watch and Learn	Case problem 6-1, 6-2	Concepts exam	03/13
9	7	Chapter 7 Watch and Learn	Case problem 7-1, 7-2	Concepts exam	03/27
10	8	Chapter 8 Watch and Learn	Case problem 8-1, 8-2	Concepts exam	04/03
11	9	Chapter 9 Watch and Learn	Case problem 9-1, 9-2	Concepts exam	04/10
12	10	Chapter 10 Watch and Learn	Case problem 10-1, 10-2	Concepts exam	04/17
14	11	Chapter 11 Watch and Learn	Case problem 11-1, 11-2		05/01
15	11			Concepts exam	05/01
16	12	Chapter 12 Watch and Learn	Case problem 12-1, 12-2		05/08
16	12			Concepts exam	05/12

Spring break: 03/15 – 03/21/2021

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.

https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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.

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 is March 3rd for the 1st 8-week session, April 26 for the 16-week session, and May 5th for the 2nd 8-week session.

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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff who have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.