



ACNT 1313 001IN
Computerized Accounting Applications
Spring 2023 Course
ONLINE

Instructor Information:

Vito Ciminello
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Email: vciminello@com.edu
Location: Online

Student hours and location: I am an adjunct professor and not physically located on campus. I can meet with you online by appointment through D2L or on TEAMS

Required Textbook/Materials:

QuickBooks 2022
ISBN 978-1-7924-9328-7

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 2022 via the BrightSpace (D2L) 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.

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

Late Work, Make-Up, and Extra-Credit 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.

Success Tips for Students:

Read and work on your assignments regularly.

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."

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 your course 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 April 24 deadline 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 statement requiring monitoring and communication expectations via D2L or other LMS)

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

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.

Student Concerns: 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 Mr. Andrew Gregory at 409-933-8259 or Agregory2@com.edu.

Course outline:

Net tutor: Use the following link for help with online tutoring -

<https://www.com.edu/tutoring/online-tutoring>

Semester schedule

WEEK	CH.	LECTURE AND HOME WORK	ASSIGNMENT	EXAM	DUE DATES
1		No chapter work this week. Explore “QB Getting Started” located in the Chapter Modules tab			01/20
2	1	Chapter 1 Watch and Learn	Case problem 1-1, 1-2		01/27
3& 4	2	Chapter 2 Watch and Learn	Case problem 2-1, 2-2		02/10
5	3	Chapter 3 Watch and Learn	Case problem 3-1, 3-2		02/17
6	4	Chapter 4 Watch and Learn	Case problem 4-1, 4-2		02/24
7	5	Chapter 5 Watch and Learn	Case problem 5-1, 5-2		03/03
8	6			Mid-Term Exam	03/10
9	7	Chapter 6 Watch and Learn	Case problem 6-1, 6-2		03/24
10	8	Chapter 7 Watch and Learn	Case problem 7-1, 7-2		03/31
11	9	Chapter 8 Watch and Learn	Case problem 8-1, 8-2		04/07
12	10	Chapter 9 Watch and Learn	Case problem 9-1, 9-2		04/14
13	11	Chapter 10 Watch and Learn	Case problem 10-1, 10-2		04/21
14	11	Chapter 11 Watch and Learn	Case problem 11-1, 11-2		04/27
15		Review			05/03
16				Final Exam	05/09

Spring break: 03/13 – 03/17/2023

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 from the 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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 or communityresources@com.edu.