

# ***Distance Education***

## ***Spring Term 2012***

*The mission of Rappahannock Community College is to promote success through high quality teaching and learning. Opportunities are offered equally to all citizens for personal, professional, and workforce development through traditional and distance learning courses. The college carries out its mission through offerings and services in accessible locations and formats.*

***SYLLABUS FOR***

# ***ACC 215-63***

## ***Computerized Accounting***

***Pradeep Ghimire, Associate Professor  
Rappahannock Community College***

## Checklist for Starting Your Distance



## Education Course

Is this your first online course?

- Go to the RCC website and access the Distance Learning Orientation site at <http://www.rappahannock.edu/distancelearning/distance-learning-orientation/> to learn more about the Distance Learning Orientation on January 4 from 10 am – 1 pm & 5:30 – 7:30 pm (If your instructor requires your attendance it will be listed in the course schedule notes).
- Go to the RCC website and access your course syllabus and online orientation from the spring 2012 schedule at <http://www.rappahannock.edu/schedule/> or



<http://www.rappahannock.edu/distancelearning/distance-learning-syllabi/>

Getting Started with your Online Accounts:

1. Go to [www.rappahannock.edu](http://www.rappahannock.edu) and click on the blue myRCC button.
2. Select New to Your College? Look up your username and set your password.
3. Follow the directions for setting up your password and login to your RCC accounts, Blackboard, Student Information System (SIS) and Student email system.
4. Access your student email and make sure you know how to use it; you will be required to use this account for all course related email.
5. Access Blackboard and locate your courses. You will be able to access your course on the start date, January 10.

For technical or login problems, please email [RCChelp@rappahannock.edu](mailto:RCChelp@rappahannock.edu) or go to the RCC Helpdesk at <http://www.rappahannock.edu/helpdesk/myrcc/>

For Online Resources, please visit our website at <http://www.rappahannock.edu/helpdesk/tutorials/>

Blackboard Tutorials can be found at <https://sites.google.com/a/email.vccs.edu/bb9/>

Tips for being a successful Distance Learning student:

Review your course syllabus for specific first assignments and guidelines for completing your course. Please keep in mind that if you do not contact your instructor by add/drop, you may be withdrawn from the class. ***Please keep in mind that if you do not contact your instructor by add/drop (Tuesday, January 24), you may be withdrawn from the class. The best way to let your instructor know that you are participating in the class is to take Quiz 1.***

Make sure to buy your books before the January 10 official start date for distance learning courses. Go to the online Follett bookstore at <http://www.rappahannock.edu/bookstore/>

Be prepared for any additional requirements for the course:

- Additional meeting times on-campus.
- Proctored testing (at least two proctored activities during the semester). See side bar for testing center information.
- If you need to be proctored off-site, please make sure to review the proctor agreement procedures at <http://www.rappahannock.edu/distancelearning/files/2010/07/Dis>

## Testing Center Information

Warsaw Campus Annex Bldg. Rm. 150  
Glenns Campus Rm. 182

Monday – Thursday:  
8:30 a.m. – 8:30 p.m.

Friday & Saturday:  
9 a.m. – 3p.m.

Sunday: Closed

Contact Info:

<http://www.rappahannock.edu/learningresources/testing-centers/>

**Dates To Remember for 15 Week Distance Learning Courses-** Be sure to look in Blackboard under the RCC tab for the Announcements module for updates.

Glenns Campus New Student Orientation:  
January 4, 10 am-1 pm & 5:30 pm-7:30 pm  
Warsaw Campus New Student Orientation:  
January 5, 10 am-1 pm & 5:30 pm-7:30 pm

Classes Begin: January 9

Last Day to Add/Drop and receive a refund: January 24

Last Day to Withdraw and receive a W: March 23

Spring Break, College open; no classes: March 12-17

Classes End: April 27

Final Exams: May 1-4 and May 7

Grades Due by noon May 8

### Distance Learning Contact Information

Leslie Smith  
Dean of Distance Learning & Technology  
Email: [ismith@rappahannock.edu](mailto:ismith@rappahannock.edu)  
Phone: (804) 333-6781

Kristy Walker  
Assistant for Distance Learning & Technology  
Email: [Kwalker@rappahannock.edu](mailto:Kwalker@rappahannock.edu)  
Phone: (804) 333-6786

[tanceLearningProctorRequestForm.pdf](#)

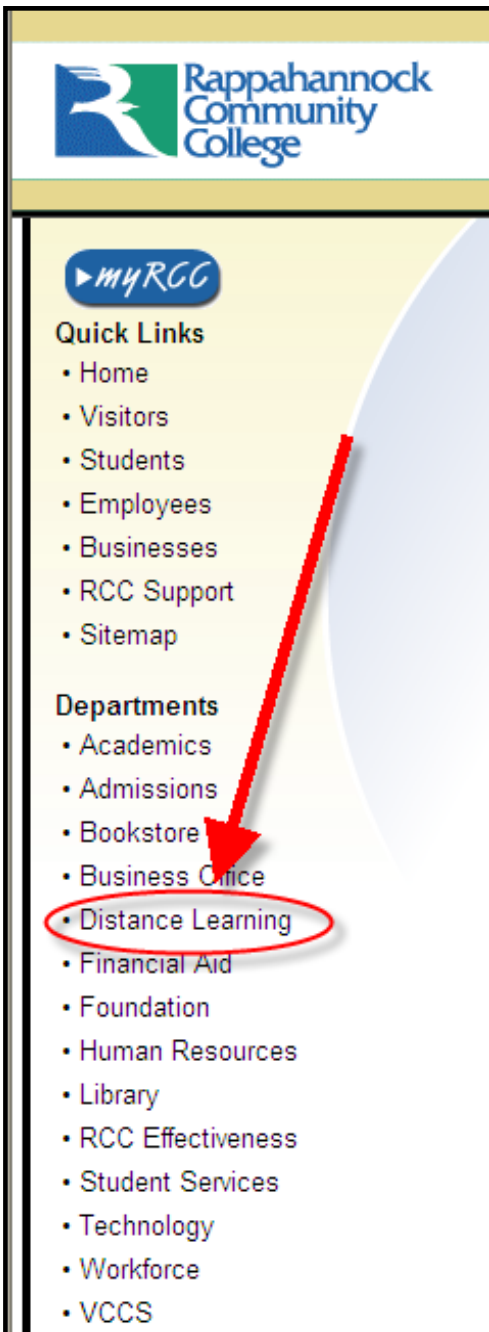
You must have your instructor's permission to test off site.

- Review the tabs in Blackboard. Information on RCC events and other resources can be found in Blackboard.

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If you have any course related questions, please contact your instructor at [pghimire@rappahannock.edu](mailto:pghimire@rappahannock.edu) or 804-758-6772.

Technical Requirements for Distance Learning Courses



- ▶ Need Access to an Internet-connected computer (Pentium II or better with Microsoft Windows XP, Office 2003/2007 or Vista.
- ▶ Access to the internet at least three times a week

Experience with the following:

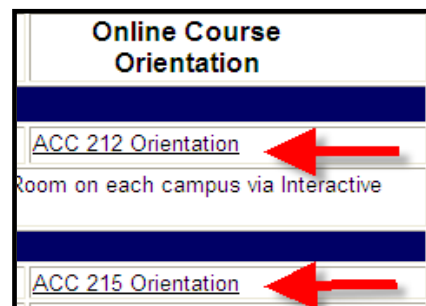
- ▶ Using a browser such as Internet Explorer 7 or Firefox
- ▶ Using email, including attaching documents to messages
- ▶ Downloading programs and plug-ins from the Internet

Directions for Viewing the Online Course Orientation for Distance Learning Classes

Step 1: Go to the Rappahannock Community College website at <http://www.rappahannock.edu> and locate the Distance Learning area under Departments.

Step 2: Click the link labeled "Syllabi".

Step 3: Find your course in the listing and click on the course title in the Online Orientation Column.



Good Luck in starting your course!

**INSTRUCTOR CONTACT INFORMATION**

<p><b>Name:</b> Pradeep Ghimire  <b>Campus Address:</b>                  12745 College Drive                  Glens, Virginia 23149  <b>Office Location:</b>                  Room 108-C</p>	<p><b>Office Phone :</b> (804) 758-6772  <b>Receptionist :</b> (804) 758-6700                  (800) 836-9381  <b>E-mail:</b>  <a href="mailto:PGHIMIRE@RAPPAHANNOCK.EDU">PGHIMIRE@RAPPAHANNOCK.EDU</a></p>
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**INSTRUCTOR OFFICE HOURS**

	Day	Time
<p>On-campus Office Hours: (Phone, E-mail, Visit)</p>	<p>Mondays                  Tuesdays                  Wednesdays                  Thursdays</p>	<p>11:00 a.m. – 12:20 p.m.                  2:50 p.m. – 3:15 p.m.                  By appointment only                  11:00 a.m. – 12:20 p.m.                  2:50 p.m. – 3:15 p.m.                  4:30 p.m. – 5:30 p.m.                  11:20 p.m. – 12:20 p.m.                  1:00 p.m. – 6:00 p.m.</p>
<p>Virtual Online Office Hours: (E-Mail)</p>	<p>Mondays, Tuesdays,                  Wednesdays &amp; Thursdays                  Fridays</p>	<p>Same hours as above                  9:00 a.m. – 3:00 p.m.</p>

**COURSE MATERIALS**

**Book Title:** Computer Accounting With QuickBooks Pro 2011, 13 ed., Copyright 2012, McGraw-Hill Irwin.

**Author:** Donna Kay

**ISBN:** 9780077499860

**Software Required:** QuickBooks Student Trial Edition - Comes with the textbook (above).

**Data Files:** Student Data Files for use with Computer Accounting - Come with the textbook (above).

Rappahannock Community College  
Syllabus For  
ACC 215-633 – Computerized Accounting  
Distance Education  
Mr. Pradeep Ghimire, Associate Professor  
Spring Semester 2012

COURSE DESCRIPTION

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite ACC 112 or ACC 212 or equivalent or permission of the instructor.

COURSE CREDIT

3 credit hours.

COURSE OBJECTIVES

To give the student who has gained knowledge of the basic principles of accounting an introduction to the application of those principles on a computer-based system (QuickBooks Pro 2011). It is assumed that the student already has the knowledge of the basic principles of accounting.

METHODS OF INSTRUCTION

Use of readings, hands-on assignments, end-of-chapter exercises, quizzes, tests, an exam, the textbook Online Learning Center (OLC) and Blackboard.

INSTRUCTIONAL RESOURCES

**Textbook** - *Computer Accounting With QuickBooks Pro 2011*, 13 ed., Copyright 2012, by Donna Kay, McGraw-Hill Irwin, ISBN: 9780077499860.

**Blackboard** - See your Blackboard Website for this course by logging into your Blackboard account at <https://rcc.my.vccs.edu/> for additional material, assignments, quizzes, tests, at-home-exam and other information about this course.

LEARNING SEQUENCE

Chapter 1 – Quick Tour of QuickBooks 2011

**Quiz 1** – Chapter 1

Chapter 2 – Customizing QuickBooks and the Chart of Accounts

**Quiz 2** – Chapter 2

Chapter 3 – Banking

**Quiz 3** – Chapter 3

Chapter 4 – Customers and Sales

**Quiz 4** – Chapter 4

**TEST 1 - CHAPTERS 1 – 4** (To be taken at college testing center)

Chapter 5 – Vendors, Purchases, and Inventory

**Quiz 5** – Chapter 5

Chapter 6 – Employees and Payroll

**Quiz 6** – Chapter 6

Chapter 7 – Reports and Graphs

**Quiz 7** – Chapter 7

Chapter 8 – New Company Setup

**Quiz 8** – Chapter 8

**TEST 2 - CHAPTERS 5 – 8** (To be taken at college testing center)

Chapter 9 – Accounting for a Service Company

**Quiz 9** – Chapter 9

**EXAM** – (To be taken at home. Begin after completing Chapter 9)

Chapter 10 – Merchandising Corporation: Sales, Purchases, and Inventory

**Quiz 10** – Chapter 10

Chapter 11 – Merchandising Corporation: Payroll

**Quiz 11** – Chapter 11

Chapter 12 – Advanced QuickBooks Features for Accountants

**Quiz 12** – Chapter 12

**TEST 3 - CHAPTERS 9 –12** (To be taken at college testing center)

CRITERIA FOR GRADING OF STUDENT AND MEANS TO BE USED

The following material is available to students to accumulate points which may be applied toward successful completion of the course. (See the 10-point scale below).

<u>ITEM</u>	<u>NUMBER OF ITEMS AVAILABLE</u>	<u>POINT VALUE FOR EACH ITEM</u>	<u>TOTAL POINTS AVAILABLE</u>
Quizzes.....	12.....	2 points each.....	24
Tests.....	3.....	20 points each.....	60
At Home Exam.....	1.....	16 points.....	16
Extra Credit..... (Chapters 1 – 10 only)....		0.5 point each.....	5
Total Possible points.....			105

**Quizzes:** All 12 quizzes will be available only online on your Blackboard Website. **Quizzes may be taken as many times as you wish** until the

deadline for that quiz has passed. The final grade awarded will be the **highest** grade of all attempts for that quiz. (Note that this is the same policy for Tests).

Quiz questions are selected at random from the test bank. Therefore, each time a quiz is taken, the questions will be different. Also, if you believe that there is an error in the test bank which has caused a correct answer to be graded incorrectly you may simply retake the quiz or, if not wishing to retake the quiz, may petition the instructor for correction through normal communication channels. If further examination shows that your answer was actually correct, you will receive the credit that would have been granted for that question had it been graded correctly. The only notification you will receive of the correction is when you see the revised grade in your grade book. No quiz will be examined in this way for error without a specific request to examine a specific question. The request must include your name, the class you are in, and both the quiz and question number under consideration.

Quizzes are **not** password protected and can be taken anywhere and at any time without supervision. Therefore, they may be taken “open book”. However, when the deadline for that quiz has passed, it will no longer be available for credit. Watch your deadlines carefully. They are the same deadlines as the deadlines for the corresponding chapters and tests. They are listed below and on your Website next to the link for the test.

<u>QUIZZES</u>	<u>CHAPTER COVERED</u>	<u>DEADLINE</u>
1 - 4	1 - 4	Saturday, February 18
5 - 8	5 - 8	Saturday, March 24
9 - 12	9 - 12	Saturday, April 28

**Tests:** All three tests will be available only online on your Blackboard Website. All tests are **closed book only**. No additional materials are available to you. Once you have enrolled in the course, you are automatically enrolled on the Blackboard site. (Students not able to access the Website should contact the distance education office or their instructor immediately.) Tests must be taken in one of the college testing centers. (Though the tests appear on your Blackboard Web site, they are password protected and only available to you when the Testing Center proctor enters the password.) Make up tests will not be available. Therefore it is recommended that you not wait until the last day to take a test. If you miss a test for any reason you may make up that work by submitting extra credit work before the deadline (See above.) **Tests may be taken as many times as you wish** until the deadline has passed. The final grade awarded will be the **highest** grade of all your attempts.

Test questions are selected at random from the test bank. Therefore, each time a test is taken, the questions will be different. Also, if you believe that there is an error in the test bank which has caused a correct answer to be graded incorrectly you may petition the instructor for correction through normal communication channels. If further examination shows that your answer was actually correct, you will receive the credit that would have been granted for that question had it been graded correctly. The only notification you will receive of the correction is when you see the revised grade in your grade book on your Website. No test will be examined in this way for error without a specific request to examine a specific question. The request must include your name, the class you are in, and both the test and question number under consideration. Once the deadline for a test has passed, that test will no longer be available or visible. Watch your deadlines carefully. They are listed below and on your Website next to the link for the test.

<u>TEST</u>	<u>CHAPTERS COVERED</u>	<u>DEADLINE</u>
1	1 - 4	Saturday, February 18
2	5 - 8	Saturday, March 24
3	9 - 12	Saturday, April 28

**At-Home Exam:** This exam is on your Blackboard Website. It is recommended that you begin work on it after completing Chapter 9. It is totally open book, and you may use any resources available to you. It is due no later than Saturday, April 14<sup>th</sup> and may be submitted to your instructor before that date, but it will not be accepted after that date.

**Extra Credit:** Exercise 1 from the end of each chapter (Chapters 1 – 10 only). (You may do more than one exercise, but do not submit any exercises for extra credit after Exercise 1.) To get extra credit, the exercise must be complete, but it does not have to be error free. Submit your work to your instructor in .QBM (Movable or Portable format) to your instructor's e-mail account at [pghimire@rappahannock.edu](mailto:pghimire@rappahannock.edu). The deadline for extra credit is the same date as the deadline for the quiz on that chapter. (See the Extra Credit Deadlines – below.) After that date, the extra credit (and the quiz) will no longer be accepted for credit. No additional source of credit (including additional homework, "retake", additional extra credit, or "take home" tests) is available.

<u>EXTRA CREDIT CHAPTERS</u>	<u>DEADLINE</u>
1 - 4	Saturday, February 18
5 - 8	Saturday, March 24
9 - 10	Saturday, April 28

(Do not complete Chapters 11 – 13 for extra credit)

Grading will be cast on a 10-point scale as follows:

91 - 100 = A

81 - 90 = B

71 - 80 = C

61 - 70 = D

0 - 60 = F

\*Incomplete = I

**\*Incomplete as a grade:** An incomplete will be awarded only when the student has circumstances beyond their control. To be eligible to receive "incomplete" as a grade (an I) the student must have accumulated at least 61 points (have a passing average) at the time the request is made. Any work which has already been missed because the deadline for that work has expired, will not be allowed for submission during the period of the incomplete. Only work still eligible will remain eligible during the following semester when the student is completing the coursework.

**Deadlines:** Be careful! All work in this course has a deadline. Watch your deadlines listed above and on the Blackboard Website carefully. Once the deadline for a quiz, test, exam, or extra credit has passed, that material will no longer be available for credit.

### **COURSE ETIQUETTE:**

**GUIDELINES FOR COMMUNICATIONS: Email:** (1) In the subject line always include your full name, ACC 215 633, name/number of homework/quiz/test; (2) Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails; (3) Use standard fonts; (4) Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless absolutely necessary to complete an assignment or other communication; (5) Respect the privacy of other class members.

Netiquette, Or How to Mind Your Manners When Using E-Mail

**<http://www.albion.com/netiquette/corerules.html>**

### **ADDITIONAL INFORMATION AND RESOURCES:**

Please check the Blackboard FAQ's in your course. If you need additional Blackboard support, please go to

**<http://www.rappahannock.edu/distancelearning/onlineresources.shtml>**. If you have more questions, please email [rcchelp@rappahannock.edu](mailto:rcchelp@rappahannock.edu).

### INFORMATION ON CITING WORKS:

Copyrighted material must be cited appropriately. For information on citing works, please go to the following websites:

Creative Commons (<http://www.creativecommons.org>)

teAchnology ([http://www.teachnology.com/teachers/lesson\\_plans/](http://www.teachnology.com/teachers/lesson_plans/))

### SYLLABUS CHANGES:

The instructor reserves the right to modify this syllabus. Any necessary changes to the course syllabus will be announced in the class or sent to the student by e-mail or posted on the Blackboard.

### STUDENT CONDUCT

You are expected to conduct yourself in a way which enhances the learning process and **not** in a way which disrupts the learning process. (Refer to the Student Handbook portion of the College Catalog.)

### HONOR CODE

RCC has an Honor System whose purpose is to strengthen the student's foundations for academic achievement by establishing guidelines for personal conduct.

It is the responsibility of students to be aware of the rules (Refer to the Student Handbook portion of the College Catalog) and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof.

### PARTICIPATION POLICY

Generally, students are required to participate in all classes for which they are registered except in the event of illness or unavoidable emergency. There is usually a direct relationship between frequency of participation and the final grade in the course.

### WITHDRAWAL POLICY

#### **Faculty Reporting of No Shows and Withdrawal for Nonattendance:**

Students who are registered for a course, but do not make contact with the instructor during the drop/add period (preferably by taking Quiz 1) must be reported to the Admissions and Records Office. The "no show" students may be dropped from the course roster by the Admissions and Records Office.

Up until the withdrawal date for the semester, students who stop participating in a course, by not completing more than 20 percent of the material, or who fail to maintain contact with the instructor may be withdrawn.

**Student Withdrawal from a Course:** A student may withdraw from a course without academic penalty any time before the deadline (see page 2, above) and receive a grade of “W.” Withdrawals after the deadline are not permitted except under mitigating unavoidable circumstances which must be documented through the Dean’s office.

### BASIS FOR EVALUATION AND REVISION OF COURSE

A formal Student Opinion Survey will be made available to each student on their Blackboard Website near or at the end of the semester. This survey is completed anonymously and results are given to the faculty member in an anonymous summary format. The results of the surveys are used to improve course delivery and course content.

### EMERGENCY EVACUATION PLAN

In each classroom, laboratory, or other places (like the Testing Centers) where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will be posted in a conspicuous place near the exit from the room.

At any time the fire alarm sounds, the building will be evacuated. The person in charge is to ensure the fire door is closed upon leaving the area (doors with automatic closures on them). Those in charge are also responsible for assisting disabled students.

If a classroom does not have an evacuation plan posted, the academic dean should be notified.

### SPECIAL REQUEST

It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office on either campus for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability. For additional information refer to “Student Services” on the RCC website and look for “Students with Disabilities.”

### COLLEGE CLOSING INFORMATION

The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region.

## COLLEGE-WIDE EMERGENCY

In the event of a College-wide emergency course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials, and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme.

In the case of a College-wide emergency, please refer to the following about changes in this course:

- Your Blackboard Web page (Home or “Announcements” page)
- Your instructor’s e-mail ([pghimire@rappahannock.edu](mailto:pghimire@rappahannock.edu))