SANTA MONICA COLLEGE

CIS 35B – QuickBooks Online

Spring 2021

COURSE INFORMATION

Course Title:	CIS 35B – QuickBooks Online
Section Number:	1495
Units:	3-units
Prerequisite(s) or Advisories:	ACCTG 1 or ACCTG 21 and CIS 4

INSTRUCTOR INFORMATION

Instructor:	Dr. Odemaris Valdivia
Email Address:	valdivia_odemaris@smc.edu
Website:	http://homepage.smc.edu/valdivia_odemaris/
Office Hours: (ConferNow)	Tuesday 10:00 am to 10:45 am
	Thursday from 10:00 am to 10:45 am
	Canvas Inbox and Q&A Forum will also be available (Monday – Friday)
CANVAS Support:	(844) 303-0352

COURSE DESCRIPTION

This course provides the student with a business approach to computerized, integrated accounting principles using QuickBooks Online. Students will work with the various components of an accounting system by setting up an accounting system for a new company. Topics include the creation of a QuickBooks company, processing daily accounting entries, working with payroll online, maintaining inventory, the creation and the analysis of financial statements and other managerial reports. Hands-on experience is provided. This class covers the objectives necessary for the QuickBooks Online certification. This class covers the objectives necessary for the QuickBooks Online User certification and the Pro-Advisor certification.

COURSE OBJECTIVES

Upon completion of this course the student will be able to:
1. Navigate QuickBooks Online;
2. Create a new company using QuickBooks Online;
3. Manage accounts and settings;
4. Set up and modify the lists and users' profile;
5. Demonstrate how to enter and update vendors' profile, purchases, and pay bills;
6. Demonstrate how to enter and update customers' profile, sales receipts and invoices, record customer payments;
7. Demonstrate how to enter timesheets, process payroll checks, and other payroll related Transactions;
8. Prepare bank reconciliation and work with other banking tools;
9. Complete the accounting cycle and manage the tracking system;
10. Prepare and analyze reports;
11. Identify Apps that works on QuickBooks Online environment;
12. Use the tools available for QuickBooks Online Accountant.

STUDENT & INSTITUTIONAL LEARNING OUTCOMES

1. Give the accounting data, students will enter financial data using QuickBooks Online to create various financial statements and reports for service and merchandise entities.
2. Given the accounting data, students will complete bank reconciliations and enter payroll using the tools offered through QuickBooks Online or its additional required Apps.

DEGREES AND CERTIFICATION INFORMATION

This class qualifies for the following degree or certificate: Computer Business Applications, Accounting, Business Bookkeeping, Professional Accountant, Business Entrepreneurship, and Business Information Worker (Stage 2).

REQUIRED TEXTS, MATERIALS, & SUPPLIES

The book information is listed below. The files to be used for this class are listed under the Files tab under the navigation area under the Canvas course.

Option 1: Purchase your book through SMC bookstore
Computer Accounting with QuickBooks Online 2020 Update
ISBN 978168533654 - Edition 4 – Author: Williams & Johnson

Option 2: You can also purchase this book directly through the publisher and get a student discount.
This is the link for the microsite: **Cambridge Publisher**

Technology Requirements
- QuickBooks Online 2021 (free student version)
- Microsoft Office 2019 or Microsoft Office 365 (free student version)
- Internet browser (Internet Explorer, Microsoft Edge, Firefox, or Chrome)
- Adobe Reader is the mandatory software for this class. Adobe Reader is a free software that can be downloaded from Adobe.com website.

Students will receive an invitation to register for their free QuickBooks Online accounts. I will be sending that invitation at the end of week 1.

SMC students will be able to get free access to Microsoft Office 365 programs. Go to the Students Resource module and follow the steps posted in there to obtain your free access to Office 365 (subscription). This is the link to get the instruction for the free Microsoft Office 365 download: **Office 365** . You can download the program from your student email account page.

Computer Skills
To succeed in this course, you should have the ability to:
- Navigate the Internet using a web browser.
- Upload and download files and ZIP folders.
- Manage files, creating folders, and ZIP folders using either the Mac or Windows operating systems.
- Send and receive email messages and attachments using Canvas Inbox and the SMC school email.
- Use word processing and presentation programs like Microsoft Word, PDF, and PowerPoint.

METHODS OF PRESENTATION

In this class, students will find the following method of presentation for this class:
- Lecture
- Videos
- Canvas-based PowerPoints
- Class discussions or threaded discussions

METHODS OF EVALUATION

The following list represents the graded assignments and activities that students are expected to complete during this term. Please note that the instructor will grade assignments based on the <mark>submission date and time through the Canvas submission page at all times</mark>. It is the student's responsibility to upload the assignments with sufficient time and to check that all file attachments have been successfully uploaded to Canvas.

The total points for the project assignments may change throughout the semester. The list below is tentative points. That means that the project assignments scores may go up or down during the semester because some of these activities may include unannounced extra credit points. Also, since this is a computer course and some of the features may change in the middle of the semester, adjustments will have to be made to accommodate any computer changes.

Students must use the mandatory software program for this class. Any file submission using the wrong software program will not be accepted. Please go and see the required computer requirement list.

- Board Assignments: There board assignments (4 @ 20) are mandatory and must be completed during the open week. Students have to be actively participating in that week to get credit. This assignment has three parts; therefore, students must complete all the three parts as indicated on the rubric to earn this credit. In addition, there are no extensions for this assignment. The first two parts of the board assignment ended on Friday. Part 3 must be completed during the weekend of the scheduled week. Students must answer all the questions that other students posted on the board on weekend including Sunday night.
- Project assignments will be graded according to a rubric. Students are required to apply the features that are being covered in this class to get those credits. There will be weekly project assignments. Points will vary depending on the project. **All project assignments are due on Monday of the following week except for the first assignment of the fall semester. This assignment will be due on Sunday instead of Monday.** Furthermore, students' submission time will be based on the time when the file was successfully uploaded to the assignment page. If a student fails to attach the file or zip folder successfully by the due date, that file or zip folder will be considered late, and late submissions penalties will apply. It does not matter if the student finished the assignment two days earlier or on the due date.
- Practice Theory Tests: These are theory test (12 @ 5-points) that can be taking up to 10-times. The grading is based on pass/no pass. If a student gets 80% or more that student passed the test and that student will earn 5-points per chapter. All practice tests are due on Monday of the following week except for any test due during the final exam week.
- Theory Exams: These exams (2 @50 pts each) are mandatory and must be taken when scheduled. **These exams are opened on Wednesday through Friday only. Note: If the last day of classes falls on Thursday, then the final exam will be opened on Wednesday and Thursday.**

Policy on Incomplete grades:

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a "C" or better prior to the final exam or final project. The Incomplete grade is not to be used to extend deadlines for coursework, which the student might reasonably be expected to meet.

Instructors may require documentation that supports the student's request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

Therefore, if a student needs an incomplete in my class, that student must provide official documentation showing their names and dates as proof that the student was not able to take the final examination due to emergencies like illnesses or accidents. I need the official documentation within two days after the last day of classes since I have to confirm the validation of the documents before official grade submission. Also, no students can request an incomplete after the grades have been posted even if the student had a legitimate reason for not taking the exam.

Your final grade will be based on total points. The following percentages represents that distribution of the points. However, the point system below includes some of the possible extra credit that may be added to the assignment projects and class projects.

Percentage of Grade:	Evaluation Method: (Extra points are included below)
10%	Class Board Assignment (80-points)
58%	Assignment Projects (455-points)
12%	Practice Theory Tests (13@5-points= 65-points)
20%	Theory Exams (100-points)
100%	Total (700-points)

GRADING SCALE

A = 90.0-100%
B = 80.0-89.9%
C = 70.0-79.9%
D = 60.0-69.9%
F = 59.9% and below

ATTENDANCE, DROPS, & WITHDRAWALS

You are responsible for maintaining your own enrollment status. General information regarding drop dates, withdrawals, refunds, and other enrollment matters may also be found at the Admissions section of the SMC website. See Admissions Dates and Deadlines for the complete semester schedule including short term courses.

Deadline to withdraw and receive REFUND	Sunday, April 25
Deadline to withdraw and AVOID "W"	Thursday, April 29
Deadline to apply for Pass/No Pass	Thursday, May 6
Deadline to withdraw and receive Guarantee "W"	Monday, May 31

School Holidays (No Class)

Memorial Day Holiday	Monday, May 31

Class participation is crucial to your success. Students that do not submit weekly assignments will likely find it very hard to succeed in the class. It is your responsibility to find out what was covered and assigned each week so that you can keep up with the class material. In addition, this is a short-term course. Therefore, these classes require substantive participation. Substantive Participation is controlled by Administrative Regulation 4320 which says:

"Online and Hybrid Courses Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an online or hybrid course must participate in the class the first week and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise*, the student may be dropped by the instructor as stated in AR 4321 (Withdrawal from Class) or as stated on the instructor's syllabus*. Faculty will define required participation in the syllabus for an online or hybrid course and will determine the consequences of a lack of participation."

Therefore, in this course, substantive participation shall be defined as follows:
- Students, who do not fully complete the first weekly class project, may be dropped without notice before the census date.
- Students who miss any two consecutive assignments within the first half of the semester may be dropped by the instructor without notice. Completing just the practice test or discussion board assignment is not sufficient to remain in this class. Students must submit the main homework assignment/project that is coming from the class lectures to remain in this class.
- Students are still responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them. If you wish to drop this class, you may do by following the dropping deadline due dates through Corsair Connect. Failure to submit a withdrawal notice to the Admissions Office before the due date could result in a grade of "F" for the class. In addition, the student will be responsible to pay the enrollment fee.

ASSIGNMENT DUE, MISSED, AND LATE WORK

Discussion board assignments must be completed during the scheduled time.

- There will be only four discussion board assignments for this semester.
- There are no late submissions on discussion board assignments.
- There are no makeup discussion board assignments either. Students have to collaborate and answering the discussion board questions on the week that it is available.
- Discussion boards will require the students' participation from Monday through Sunday on the schedule week.

Project assignments must be turned in on time in Canvas to master the material and succeed in the class, you must keep up with the class schedule and complete all work by its deadline. Assignment projects are due on Monday of the following week.

- Late work is accepted for assignment projects only. Students have until the **Sunday** of the same week to submit their late work **except for** the last assignment project that is due on Monday of the final week. The late submission of this last assignment or project will be the date before the final exam.
- There is a mandatory deduction equal to 20% of the assignment score for all late submissions. There are a few exceptions where the penalty will be waived. One example will be in the case of illness where the student has been hospitalized. Once the student submits the official proof from the hospital with the correct name and dates, the penalty will be removed from the gradebook. I will not accept just an email with an explanation or email from family members. I will only accept official documentation. The student needs to make sure that the documentation is submitted within a week from the assignment submission if possible. I will not accept documentation after the semester ends or after the grades were submitted to admission and records. Students are required to follow the late submission policy if they do not want to get the 20% penalty.
- When there is a religious holiday, students are responsible for informing the instructor of the religious holidays within the first two weeks of the academic term, or as soon as possible after a particular assignment, test, or examination date is announced by the instructor. If you want to avoid the grade penalty, you should make every effort to submit all work by its deadline so you can receive prompt feedback and grade that are an essential part of the learning process and success in college.
- If a student completed the assignments before the due date, but that student submitted the homework files "after" the official due date, that assignments will carry a penalty. *I am going by the submission date only*. I **will not** consider any computer stamp date.
- Students are required to always check the "content" of their submissions. Also, students need to make sure that all file attachments are correctly submitted to avoid any penalty. If the student was submitting a late file, and that submission was wrong because the student did not check the attachment, that student will get double the penalty (40%) assuming that student is re-submitting the original files.
- There is no late submission for the class project that is due on the last official day of classes. Once this course ends, the instructor will not accept any late submission except for extenuating circumstances such as illness, and there is official documentation to support the student illness during the dates that the class project was opened. If you are getting sick during the final exam week, please read the policy on how you can get an incomplete.

Practice theory tests must be taken on the schedule week. The practice theory tests should be taken by Monday of the following week. Students must make every effort to complete these practice theory tests at the end of each week.

- Students will be allowed to submit late practice theory tests; however, these practice tests will close until the day before the midterm theory exam for the first half of the semester and on the day before the final theory exam week for the second half of the semester. Therefore, make sure that you take these test before they close.
- There will be no penalty for the late submission of these practice theory tests. However, once the practice theory test closes, they will not be opened again.

Midterm and Final Theory Exams are mandatory and must be taken when scheduled.

- If a student missed the **midterm theory exam** under any circumstances, that student will have the opportunity to take a makeup exam the following week as scheduled by the instructor.

- There will be a 20% penalty applied to the total score earned for taking a makeup exam. If you do not want to lose 20% of your exam, then plan your time early on the semester and enter the exam dates in your personal calendar so that you can take the exams during the exam dates. Also, if you missed the exam due to illness, the only way that your 20% will be waived if you provide proof of illness that prevented you from taking the exam during the exam dates, supported by an official doctor note or letter that contains the dates, name of the patient, dates that the student was sick. This document should be submitted in the week that the student will be retaking the midterm exam.
- There is _no_ makeup exam for the final theory exam. However, if you have a documented extenuating circumstance like a serious illness that requires hospitalization and prevents you from taking the final exam on the scheduled date and/or for the timely submission of last final project, please speak to the instructor as soon as possible to receive accommodation with a new reasonable deadline. Be ready to present documented and official proof from the hospital. There are no extensions for having computer problems or Internet issues in this class. Students must have a backup plan at all times when working with computers. One option is to take the exam early instead of waiting at the last minute to take the final theory exam.

EXTRA CREDIT

There is limited extra credit in this class. The extra credit points have been already added to some of the weekly assignments and class projects. Students will not see the extra credit points until the assignment is being graded.

TUTORING ASSISTANCE

Students can get free online tutoring assistance if they are taking this Excel class. Students need to set up an appointment 24 hours in advance. You can use your Corsair Connect to schedule an appointment. Go to the **CSIS Tutoring Center** website for more information.

Students can also get tutoring assistance by clicking on the Smarthinking link found under the Canvas navigation area. You will find be able to access a handout under your Canvas orientation module with more information about how you can get tutoring assistance for your classes.

CLASSROOM POLICIES

Classroom Conduct
- This classroom should be welcoming to all. I expect everyone to be respectful in how they communicate and interact with every person in this class. Racist, sexist, homophobic, and other forms of language that potentially marginalize or demean any student are not tolerated.
- In this class, we will be sharing multiple perspectives on the course subject matter. Please remember to be respectful of one another and that it is okay to agree to disagree.
- You are expected to follow all Codes of Conduct as established by Santa Monica College. These documents can be reviewed at the Student Judicial Affairs webpage. See the rules for Student Conduct (AR 4410), Code of Academic Conduct (AR 4411), Student Honor Code (AR 4412).

Student – Teacher Communication
For this class, you must know that Canvas Inbox and board questions will be answered within 48 hours. I will be available to answer your questions at different times during the day starting Mondays from 10:00 am through Friday at 11:59 pm. Please do not use the SMC email account unless Canvas is not working. I need students to use the Canvas Inbox instead.

Recording of Class Lectures
In accordance with Section 78907 of the California Education Code, students shall not use any electronic listening or recording device without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students.

ACADEMIC HONESTY

The SMC Honor statement, signed by each student upon enrollment, reads: "In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue." Please be extremely careful that you do not engage in any behavior that could even be construed as cheating. Violations could result in failing grades, reports to the Campus Disciplinarian, and subsequent academic disciplinary action. Examples of behaviors that are not permitted include but are not limited to: Copying another student's homework, inappropriate language or physicality in the classroom, and inappropriate behaviors during an exam (talking with another student, looking at or copying from another student's paper, using a disallowed electronic device or calculator, using disallowed notes, leaving the room without prior permission, removing exam materials from the classroom).

ACCOMMODATIONS FOR DISABILITIES

I encourage students requesting disability-related accommodations to contact the Center for Students with Disabilities as soon as possible. I will work with you and the Center for Students with Disabilities to provide appropriate and reasonable accommodations. Early notification of your request for test-taking and/or other accommodations is necessary to ensure that your disability-related needs are addressed appropriately; testing accommodations cannot be applied retroactively.

The Center for Students with Disabilities is located on the first floor of the Student Services Center, and the phone number is (310) 434-4265 or email at dsps@smc.edu Additional Contact Information can be found at the Center for Students with Disabilities website.

EMERGENCY PREPAREDNESS & SAFETY

The safety of students at SMC is a priority. In the event of an emergency, you should contact the SMC Police Department (310-434-4300).

Please note that emergency procedures are posted in this classroom and in every classroom. Please take the time to familiarize yourself with these procedures today, when knowledge of what to do can be the most effective. Also, procedures for various emergencies are delineated on the SMC Emergency Preparedness website.

We strongly encourage everyone to use the LiveSafe mobile app that Santa Monica College is providing to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Santa Monica College officials, enhancing your overall safety and allowing Santa Monica College to better serve you. Please use the app to anonymously report any acts of vandalism you may observe.

EMOTIONAL SUPPORT

Over the course of the semester, you may face difficult circumstances beyond your control, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down or depressed, or having difficulty concentrating. Having any of these challenges may create barriers to learning or may make it difficult for you to meet some of the course requirements. If you or someone you know is suffering these or other similarly difficult circumstances, please reach out for support. The staff and faculty of Santa Monica College want you to succeed academically and care about your wellbeing. You may contact the college's Center for Wellness and Wellbeing (LA 110, 310-4344503), which provides short-term mental health services, community referrals, and a 24/7 emotional support line 800-691-6003. Or, if the situation is an emergency, you may contact the SMC Police Department (310-434-4300 or the SMC LiveSafe app). Also, please feel you can contact me so that I can help to direct you to support services on campus that might be most beneficial to you.

EQUITABLE LEARNING ENVIRONMENT

Santa Monica College is an intellectual community enriched and enhanced by diversity along with a number of dimensions, including race, ethnicity and national origins, gender and gender identity, disability, sexuality, class, and religion. We are especially committed to increasing the representation of those populations that have been historically minoritized in U.S. higher education.

GENDER EXPRESSION AND IDENTITY

I will gladly honor your request to address you by an alternate/preferred name or gender pronoun. Please advise me of this preference early in the semester or session so that I may make appropriate changes to my records. I will do my best to address and refer to all students accordingly and support classmates in doing so as well.

TITLE IX (SEX DISCRIMINATION)

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Those interested in the details should view the Title IX Legal Manual.

Students who have experienced some form of sexual misconduct or discrimination are encouraged to talk to someone about their experience, so they can get the support they need. You can learn more about available support at the Student Services Title IX webpage.

UNDOCUMENTED/DACA/AB540

Santa Monica College stands with the California Community Colleges Chancellor's Office—and hundreds of other educational and business organizations—in affirming that our undocumented students are as integral a part of our community as anyone else. Here at Santa Monica College, we remain committed to serving our undocumented students, to help them fulfill their life's dreams and aspirations; this college will continue to be a safe environment for all students and personnel. We will work to provide the greatest support to students affected by this decision, and campus and student leaders alike have already rallied in solidarity as well as to provide resources. SMC joins the Chancellor's Office and all the other voices that will advocate determinedly in Congress for an effective solution to this issue, to end a cruel and unnecessary action that goes against the interests of local communities and our country at large.

The **Santa Monica College DREAM Program** provides support services to DREAMers (undocumented, AB540, and DACA recipients). Its purpose is to increase the personal growth, development, and retention of DREAM students through academic, career, and personal counseling; assistance in applying for the California Dream Act/Financial Aid and scholarships; and providing workshops relative to DREAMers and their families. The Dream Program is located in the Student Services Center (SSC) 2nd Floor, Room 238. To make an appointment, call (310) 434-4892 or email DREAM@smc.edu.

STUDENT SUCCESS

Academic Counseling
The Counseling Department at SMC can help you with choosing and enrolling in classes, educational and career planning, navigating Corsair Connect, understanding financial aid, referrals to campus resources, and more.

Black Collegians
The Black Collegians Program/Umoja Community at SMC is designed to assist students of African descent in transferring to four-year universities and obtaining their associate degree. They offer services to help students become academically competitive and to set personal goals.

Extended Opportunity Program & Service (EOPS)
Extended Opportunity Program & Services (EOPS) at Santa Monica College is a program that supports the enrollment, retention, graduation, and transfer of students who are challenged by economic and educational disadvantages. They offer services such as academic, career, personal and transfer counseling; priority registration; supplemental textbook assistance; one-on-one tutoring; and much more.

Latino Center/Adelante

[The Adelante Program](#) is a success-oriented program focusing on academic achievement, transfer, cultural awareness, and personal growth. Adelante classes emphasize verbal, written, and critical thinking skills essential to college success. Classes accentuate the Latino experience within the context of the course subject, and most classes offer credits that are transferable to the UC and CSU systems.

Student Health Services Center

The SMC Health Services Center provides primary health care services to currently enrolled Santa Monica College students who have paid the California State mandated health fee. It focuses on health promotion, illness prevention, referrals, health, and nutrition education. The staff consists of two registered nurses, a registered dietitian, two health assistants, and a nurse practitioner. The Center is located on the northeast corner of the Cayton Center Complex.

Tutoring

Free tutoring centers are available across the campus. There are dedicated centers for Business, CSIS, ESL, Math, Modern Languages, Science, and Writing & Humanities tutoring. For more information about their hours and locations, visit the [SMC Tutoring Services Webpage](#).

Veterans Resource Center

The [Veterans Resource Center](#) at Santa Monica College serves veterans entering college for the first time or returning to college to further their education. The office acts as a liaison with the Veterans Administration verifying enrollment for students claiming benefits under the G.I. Bill or the Veterans' Vocational Rehabilitation Program. It can also assist the veteran with referrals to various veteran-serving programs in the West Los Angeles area. If you would like additional information, please call (310) 434-8205.

COURSE CONTENT AND DEADLINES

The content and deadlines of this course may change depending on time constraints. The order of the topics listed may vary. This section has been uploaded as a separate document. You can find the link with the syllabus.

DISCLAIMER

Some elements of the syllabus may be changed at the instructor's discretion. Students will be given at least 48 hours' notice of changes whenever possible. If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let the instructor know within the first week of class. Your continued attendance in this course constitutes an acknowledgment and acceptance of the requirements delineated in this syllabus.