

Fall 2015

ACCT 3120

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University of New Orleans

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ACCT 3120 Accounting Lab

INSTRUCTOR: Joseph D. Beams, Ph.D., CPA Semester - Fall 2015
Office: KH 474 Phone: 280-6431 Email - jbeams@uno.edu
Office Hours: Monday 11:50-12:50, and by appt 12:50-1:50
Wed 11:50-12:35, 5:45-6:00 in KH 208E,
Friday 11:50-1:20, and by appt 1:20-2:50

Class Sections

Acct 3120-001	Class time: Wed. 4:00-5:45	Room: KH 208E
Acct 3120-601	Class time: Wed. 6:00-7:45	Room: KH 208E

Required Material:

1. (Text): *Computer Accounting Essentials with QuickBooks 2014* (7th edition), by Carol Yacht and Susan V. Crosson, McGraw-Hill, 2014. ISBN: 978-0-07-802573-0.
2. A USB mini storage device. (Flash Drive)

Course Prerequisites: Completion of Accounting 2100 or its equivalent and current enrollment in or credit for BA 2780 and Acct 3121.

Course Description: This course covers the accounting cycle both manually and using accounting software. We will use accounting software, including but not limited to QuickBooks and Microsoft Excel. This course combines the individual parts of accounting that you have learned in other accounting courses and applies them to practice.

We will cover small business accounting using QuickBooks 2014 software. Topics covered during the semester include setting up a new company, creating a chart of accounts, recording customer and vendor transactions, and producing and understanding accounting reports.

- Learning Objectives:
1. To complete the accounting cycle
 2. To practice accounting from a private accounting perspective and from a public accounting perspective
 4. To set up new companies manually and using accounting software
 5. To use accounting software to record transactions and prepare reports

Grading:

Daily Grades – (Lab Assignments, Homework, and Quizzes)	50 %	You can miss one or drop your lowest if you take them all.
Test 1	20%	Wednesday Sept 30
Final Exam	30%	Wednesday Nov 25
Total	100%	

The grading scale for the course:

A= 90-100%

B= 80-89.9%

C= 70-79.9%

D= 60-69.9%

F= <60%

If you have a question about a grade, you have three days from the date the grade is posted to notify me that you want me to double check the grade. After that time, the grade is not subject to review.

Exams:

You must have a picture identification (i.e. Student ID or Drivers License) to take an exam. Failure to have an ID will result in a grade penalty. **The FINAL EXAM is Comprehensive.** If you miss the midterm, your final exam will be weighted more heavily.

Lab Assignments, Homework, & Quizzes

You will have multiple in class assignments. You must be present to do the in class assignments. You may drop one missed or low grade daily grade. Some assignments may be assigned online.

Missed Classes:

Everyone has emergencies. Emergencies include illnesses, family illnesses, death in the family, car trouble, computer problems, oversleeping, and all other reasons for not attending class or getting assignments turned in on time. If you miss a class, it is your responsibility to get the notes from someone in class and find out about any upcoming assignments. Late homework is not accepted and make up quizzes are not given. You do not need to bring a doctor's note or explain why you missed a class.

Attendance Policy:

You are expected to be in class on time. Entering and leaving while class is in session can be distracting to other students. Please be considerate of others. Distractive behavior can result in your grade being lowered for negative class participation or being asked to leave the class entirely. Additionally, distractive behavior will forfeit any curve, bonus, or extra credit points you might otherwise have earned.

Moodle and Email:

Your grade from assignments will be posted on Moodle. It is your responsibility to check your grades every week. Assignments and notes will, at times, be posted on Moodle or emailed to your UNO email address. It is your responsibility to check these electronic sources for material. Computers are available in the labs and all students are expected to have the ability to get online and check email before entering this course.

Calculators:

You may be allowed to use a **basic 4 function calculator** on quizzes and tests. **(Addition, subtraction, multiplication, and division)** You may

not use cell phones, graphing calculators, or any other calculators that can store memory on tests.

Disability Accommodation:

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.

Academic Integrity

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at <http://www.studentaffairs.uno.edu>.

DROP DATES

Please be aware of the drop dates. This is your responsibility and all information concerning this is available on the UNO website.