

**OBT 293 - 501  
LEARNING QUICKBOOKS  
FALL 2015  
SYLLABUS**

- Instructor: Rich Palmer, CPA
- Phone: 925-8730 (Valencia Campus) E-Mail: [rpalmer@unm.edu](mailto:rpalmer@unm.edu)  
Web Page: [www.unm.edu/~rpalmer](http://www.unm.edu/~rpalmer)
- Class Format: Tuesday & Thursday: 10:30 – 11:45 p.m. Room B 127
- Office Hours: Posted on office door and by appointment
- Course Description: This course covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports.
- Textbook: Computer Accounting with QuickBooks 2013, Fifteenth Edition - 2013  
Donna Kay; McGraw-Hill Publishing  
Website: [www.myquickbooks.me](http://www.myquickbooks.me) & [www.DonnaK.me](http://www.DonnaK.me)
- Supplementary Material: Removable media (flash drive) for saving QuickBooks company files.  
Three ring binder for homework and class work assignments.
- Supplies Needed: Notebook, pencil and calculator. Always bring your textbook, removable media and supplies to class.
- Computer Lab Responsibility:
- Please be advised that use of computer labs on UNM properties is governed by “Policy 2500: Acceptable Computer Use” which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.

## UNM Email/Black Board Learn Access

Beginning Fall 2015 semester, all UNM-Valencia students will need a UNM Net ID which can be created by going to: <http://it.unm.edu/accounts/>. UNM Net ID will give you access to the computer labs on campus, blackboard learn and UNM Email.

Attendance: Please follow the attendance policy as stated in the current catalog. You may be dropped when your absences total **15%** and your grade average is **below 60%**.

If you are unable to attend class, it is **your responsibility** to withdraw before any deadlines. See the current catalog for information on dropping or withdrawing from class.

Grading:	91%-100%	= A
	81%-90%	= B
	71%-80%	= C
	61%-70%	= D
	Below 60%	= F

A grade of “D” or “F” is not acceptable for courses required for graduation.

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Grade Weighting:	Homework	= 30%
	Exams	= 55%
	Progress Notebook	= 10%
	Class Participation	= 5%

You must attend at least 80% of the classes to receive the entire 5% Class Participation .

Your final grade is the weighted average of all the above.

Exams: All exams will consist of a combination of True/False, multiple choice, or essay questions.

**No** make-up or retests are permitted.

Homework: Homework will consist of exercises and problems from your textbook covering each chapter. Homework assignments will be due at the end of each chapter. Late homework will receive only partial credit.

Planning: Plan and use your time wisely! Study and review your notes, textbook and study aids. Read each chapter **before** it is covered in class; and most importantly, ask questions!

Snow Days: If the weather becomes bad and you are uncertain if your class will meet, call 925-SNOW for information.

Students with Disabilities: If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner.

Course Objective: To learn accounting basics and how to process business transactions electronically and produce meaningful financial statements and management reports.

This syllabus is subject to change.

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Week 1

Tuesday, Aug. 18  
Thursday, Aug. 20

Chapter 1  
Chapter 1

Week 2

Tuesday, Aug. 25  
Thursday, Aug. 27

Chapter 1  
Chapter 1

Week 3

Tuesday, Sept. 1  
Thursday, Sept. 3

Exam on Chapter 1  
Chapter 2

Week 4

Tuesday, Sept. 8  
Thursday, Sept. 10

Chapter 2

Week 5

Tuesday, Sept. 15  
Thursday, Sept. 17

Chapter 2  
Chapter 2

Week 6

Tuesday, Sept. 22  
Thursday, Sept. 24

Exam on Chapter 2  
Chapter 3

Week 7

Tuesday, Sept. 29  
Thursday, Oct. 1

Chapter 3  
Chapter 3

Week 8

Tuesday, Oct. 6  
Thursday, Oct. 8

Exam on Chapter 3  
Fall Break

Week 9

Tuesday, Oct. 13  
Thursday, Oct. 15

Chapter 4  
Chapter 4

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Week 10

Tuesday, Oct. 20

Chapter 4

Thursday, Oct. 22

Exam on Chapter 4

Week 11

Monday, Oct. 27

Chapter 5

Wednesday, Oct. 29

Chapter 5

Week 12

Tuesday, Nov. 3

Chapter 5

Thursday, Nov. 5

Exam on Chapter 5

Week 13

Tuesday, Nov. 10

Chapter 6

Thursday, Nov. 12

Chapter 6

Week 14

Tuesday, Nov. 17

Chapter 6

Thursday, Nov. 19

Chapter 6

Week 15

Tuesday, Nov. 24

Exam on Chapter 6

Thursday, Nov. 26

Holiday

Week 16

Tuesday, Dec. 1

Chapter 7

Thursday, Dec. 3

Chapter 7

Week 17

Tuesday, Dec. 8

Exam on Chapter 7