

Edison State Community College

ACC-151S: Computerized Accounting II – QuickBooks

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Phone: Use email to contact instructor

Office Hours: By appointment

Credentials: Master of Arts, Business Administration, University of Dayton, 1996

Bachelor of Business Administration: Management & Accounting, University of Pikeville, 1990

Course Objectives

This course provides hands-on experience with QuickBooks software to generate financial statements and related reports. Emphasis is placed on the full accounting cycle, including: recording service and merchandising transactions; reviewing inventory costing methods; preparing bank reconciliations; recording long-term assets; and preparing basic financial statements.

Course Materials

Free student guides provided via Intuit's Educational Platform (accessible in Blackboard):

1. *Sushi Coma Inc. QBO Student Guide*
2. *Sushi Coma Inc. QBO Case Study Activity Guide*

Important Notes:

1. QuickBooks Online (QBO) is a cloud-based program. To safeguard 100% functionality of all tools, the preferred browser is Google Chrome.
2. QBO is updated regularly by Intuit—typically in June and December. While many updates are cosmetic and may cause slight differences compared to the screenshots in the guides, occasional workflow changes may occur. When significant updates happen, revised instructions will be provided as soon as possible. This course aligns with Intuit's educational guides to ensure students always work with the most up-to-date resources.

Supplies Needed

- 1 USB drive
- Computer with internet access
- Microsoft Excel

QuickBooks Account Setup Instructions

Before You Begin:

- Log into Blackboard and locate the *Sushi Coma QBO Student Guide*.
- Download and save it locally so it's available for reference.

Setting Up Your Account:

Upon receiving your invitation email from your instructor (in your Edison State inbox):

- With the Student Guide open to page 17, click the invitation link.
- Enter your Edison State email and confirm accuracy.
- Input your first and last name.
- Create and record a secure password.
- Provide a cell number for authentication purposes.
- Click "One More Step" to continue.

- Follow pages 17–25 of the Student Guide to set up your personal copy of the Sushi Coma Company.
- Save the QuickBooks URL after setup for future access.
- To revisit your QuickBooks account (after you set it up), visit: <https://qbo.intuit.com>

Course 5-Step Learning Format

This model ensures strong foundational understanding and supports long-term retention:

1. Study Guide Review – Read module overviews and understand all five steps.
2. Concept Quiz – Complete a short quiz to reinforce your grasp of the format.
3. Case Study Application – Apply concepts through guided walk-throughs and hands-on practice.
4. Upload Assigned Reports – Submit completed reports/checklists/screenshots as instructed.
5. Reflection – Share a brief reflection on your learning progress and submit any questions.

Late Work Policy

- Students are expected to adhere to the deadlines as posted in the class schedule. Please contact the instructor in advance if you anticipate missing a deadline.

Grade Deduction Notice

- Failure to complete *all* assignments will result in a one-letter grade reduction, regardless of point total.

Grading Breakdown

Grading Category	Points	Weight	Cumulative Points	% of Grade	Letter Grade
Mastery Quizzes	325	13%	2227.5 - 2475	90 - 100 %	A
Case Reports	1300	53%	1980 - 2227.4	80 - 89.9 %	B
Capstone Project	600	24%	1732.5 - 1979.9	70 - 79.9 %	C
Discussion Boards	250	10%	1485 - 1732.4	60 - 69.9%	D
			1484.9 and below	59.9% and below	F
Totals:	2475	100%			

Student Expectations

- Stay actively engaged through Blackboard.
- Review weekly content and reach out with questions or concerns.
- Communicate early if you anticipate missing a deadline.
- Adhere to the Edison State Academic Honesty Policy.
- Use Artificial Intelligence (AI) as an aid, do not copy. Note point 4.
- Optional: Send your instructor a quick “Hello” message during Week 1 to break the ice!

Ethical Use of AI

AI tools may support learning—such as brainstorming, revising reflections, or formatting—but must not replace your own effort.

- All graded work (quizzes, discussion boards, case studies, reports) must reflect your understanding.
- Submitting AI-generated work without meaningful personal input violates academic integrity and earns a zero.
- Use AI as a guide, not a substitute. Integrity matters.

Note: The instructor reserves the right to modify this syllabus at any time.

Syllabus Part II Addendum for additional student support services.

AI POLICY - All coursework for this class must be authored solely by you. While limited use of generative AI tools like ChatGPT is permitted for brainstorming, outlining ideas, or checking grammar and style, AI-generated submissions—including drafts, full sentences, paragraphs, or entire assignments—are strictly prohibited and will be treated as academic misconduct. Any approved AI assistance must be properly documented and cited, in alignment with the college's academic honesty policies. If you're unsure about permitted usage, please ask for clarification before proceeding

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit <https://www.edisonohio.edu/services-support/accessibility-disability-support-services>

TESTING YOUR FAITH ACT POLICY - Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES - All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ACC151S COMPUTERIZED ACCOUNTING II (QUICKBOOKS)

Week	Date	Module/Topic	Sushi Coma Module QBO Presentation File	Sushi Coma QBO Case Study Activity File	Other Activity	Due Date
1	Mon, 10/19/2026	Module 1: Getting Started Module 2: Set Up New QBO Co. Module 3: Classes & Locations Module 4: Sales Tax	Review Modules 1, 2, 3, 4 Presentation File & Practice Watch Videos Complete & Submit Quiz for Each Module	Read Case Study Activity File & Complete Case Study Steps in Module 1, 2, 3 & 4 Watch Relevant Videos Submit QBO Reports	Reflection Discussion Board #1	Sun, 10/25/2026
2	Mon, 10/26/2026	Module 5: Products & Services Module 6: Beginning Balances Module 7: Intro to Financial Reports	Review Modules 5, 6, & 7 Presentation File & Practice Watch Videos Complete & Submit Quiz for Each Module	Read Case Study Activity File & Complete Case Study Steps in Module 5, 6 & 7 Watch Relevant Videos Submit QBO Reports	Reflection Discussion Board #2	Sun, 11/1/2026
3	Mon, 11/2/2026	Module 8: Accounts Payable Module 9: Accounts Receivable	Review Modules 8 & 9 Presentation File & Practice Watch Videos Complete & Submit Quiz for Each Module	Read Case Study Activity File & Complete Case Study Steps in Module 8 & 9 Watch Relevant Videos Submit QBO Reports	Reflection Discussion Board #3	Sun, 11/8/2026
4	Mon, 11/9/2026	Module 10: Managing Inventory Module 11: Payroll	Review Modules 10 & 11 Presentation File & Practice Watch Videos Complete & Submit Quiz for Each Module	Read Case Study Activity File & Complete Case Study Steps in Module 10 & 11 Watch Relevant Videos Submit QBO Reports	Reflection Discussion Board #4	Sun, 11/15/2026
5	Mon, 11/16/2026	Module 12: Banking Module 14: Overview & Last Steps	Review Modules 12 & 14 Presentation File & Practice Watch Videos Complete & Submit Quiz for Each Module	Read Case Study Activity File & Complete Case Study Steps in Module 12 & 14 Watch Relevant Videos Submit QBO Reports	Reflection Discussion Board #5	Sun, 11/22/2026
6	Mon, 11/23/2026	Capstone Case Study: February Case Study Activity Part 1, Module 8 Part 1, Module 9		February Case Study Activity Part 1, Module 8 Part 2, Module 9 Submit QBO Reports		Sun, 11/29/2026
7	Mon, 11/30/2026	Capstone Case Study: February Case Study Activity Part 2, Module 10 Part 2, Module 11		February Case Study Activity Part 2, Module 10 Part 2, Module 11 Submit QBO Reports		Sun, 12/6/2026
8	Mon, 12/7/2026	Capstone Case Study: February Case Study Activity Part 3, Module 12 Part 3, Module 14		February Case Study Activity Part 3, Module 12 Part 3, Module 14 Submit QBO Reports		Last Class Session