

OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
Spring 2013
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo

Name of Course: Record Keeping Application Software

Course Number: OTECH 293

Department: Vocational Education

Credit Hours: Three (yamni)

Location:

Time & Day:

Instructor's Name:

Email:

Phones:

Mobile:

Office:

Office Hours:

Course Description (Waunspe Oyakapi):

Accounting software for small business and entrepreneurship will be introduced for business recordkeeping and management. An example of this would be "Quick Books". Students will learn how to integrate financial documents into letters or reports, how to import data from an existing spreadsheet to a bookkeeping management program and how to save reports as PDF files.

Prerequisites: College Bound Certificate or equivalent, OTECH 283

Required Text and Materials: QuickBooks 2013 A Complete Course. Janet Horne
Jump Drive

Course Goal: "The goal of this course is to provide students with a working knowledge and understanding of financial record keeping software. Intuit QuickBooks® is the most widely used accounting software by small businesses in our area as well as being used in many of the Tribal and non-profit offices. Students will be able to use knowledge gained in this course in the job setting.

Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E): Upon completion of this course students will be able to:

- Set up a new company in QuickBooks.
- Enter transactions into accounting software using registers, forms, and the general journal.
- Edit Chart of Accounts.
- Explain the different types of accounts and their relationship to each other.
- Prepare financial reports including Trial Balance, Statement of Cash Flows, Income Statement, Capital Statement, and Balance sheet.
- Track time and prepare Payroll in QuickBooks
- Set up inventory in QuickBooks

Assessment: Students will be assessed on their ability to enter data correctly into the software and to generate the required reports. This will be done primarily through a simulation of record keeping for two different types of businesses.

Instructional Methodology: This course will be taught using lecture, demonstration, and practice. The lecture and demonstration portion will introduce new aspects of the software. Students will then practice what was discussed.

Course Rationale: This course exists to provide students instruction and practice using one of the most widely used accounting software programs. Information gained can also be put to use with other accounting programs.

Homework: Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

This course requires extensive work on the computer using QuickBooks. It is important that you arrange your schedule so you can spend time at the college center to do the required work.

Reading Load: Reading will include one chapter per week plus any handouts provided.

Type & Amount of Writing Load: Writing will include taking notes and end of chapter answers to questions.

Lakota Perspective Provided Through: This course stresses **Wolakotakiciapi** of “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

Evaluation and Grading: You will be assessed on the amount of knowledge you gain about record keeping software, and your ability to apply the concepts (competency); as assessed through homework assignments, in-class exercises, quizzes and examinations. The minimum “core knowledge” you should gain is outlined and bulleted at the beginning of each chapter, under “Chapter Objectives”; you should also understand all the information discussed under “Important Terms” and “Discussion and Review Questions.” Your overall grade will be derived from these assessment instruments and weighed as follows:

Review Questions: True/false, Matching	20%
Practice Sets: Simulation	40%
Midterm Exam: Simulation of a Service based business	20%
Final Exam: Simulation of a Merchandise based business	20%

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

College Policy on Grading and Change of Grades:

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 9 and 10

Course Requirements, Expectations or Students: Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

Attendance and Tardiness

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 8

Policies on Academic Honesty

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 43

Standards of Conduct Policy

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 38

ADA Policy

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 37

Electronic Information Resources Acceptable Use Guidelines

http://www.olc.edu/~wwhitedress/studentervices/Docs/OLC_Handbook.pdf see page 41

Suggestions to the Student:

Please read the specific chapter(s) of text and other supplemental materials assigned, and complete all homework before each class. If you have trouble with any assignment, or have questions on concepts or terminology, be sure to make a note of them during the week as you study. With these notes, you will be able to recall any specific problem area, so we can discuss and clarify it during class; or, if desired, privately during my Office Hours. If you have a disability that interferes with your ability to learn please contact the OLC Coordinator of Support services at 455-6040.

If you begin to have problems with course work, do not allow them to accumulate. See a College Center Counselor, contact Student Services for the help of a Tutor and/or see me right away (during class breaks or Office Hours.) Feel free to call me at my office or home. Resolve issues before they become serious or your progress in class begins to fall behind the other students. Delays and procrastination in addressing problems can only make them worse and your full recovery from them more difficult. Tutors may be available, who can coach you and provide much more personalized help learning the subject matter; but to be effective, you must get help early – don't wait until the last few weeks of the semester.

If you must miss a class, turn in your homework to the Applied Science Department Administrative Assistant before the class session you will miss or email it to the instructor. Upon return to class find out from me, or other students, exactly what was covered in the session missed, and arrange to make-up any assigned work (outside normal class time). Usually classes will only be canceled due to extremely bad weather; check with the Applied Science Department or College Center Office an hour or two before the scheduled start time, if there is a question.

You will be treated with respect, as an adult and the individual you are, at all times; however, this also means that you have the ultimate responsibility for the quality of your education and for the degree of your own success. I will make every effort to present course material in an interesting and relevant manner. I request your assistance, and feedback, if you observe things in my presentation style or the class' format, which I can change, that will make learning the subject matter easier for a majority of class members.

This course requires extensive work at the computer entering data and generating reports. To be successful in this course it is essential that you work outside of class time so you can complete the work. Do not expect that you will be able to successfully complete the course in the 3 hours per week class time.



TOPICAL CONTENT

<i>Date</i>	<i>Objectives by Chapter</i>	<i>Assignments</i> <i>All assignments are due the following week</i>
Oko Wanci Week One	Introduction and review Syllabus Chapter 1: Introduction to QuickBooks 2013 and Company Files. Launch and load company data files. Explore Centers and learn to navigate QuickBooks. Backup and restore company files. Customize company names. QuickBooks Help.	End of Chapter Questions End of Chapter Problem
Oko Nunpa Week 2	Chapter 2: Sales and Receivables: Service Business Create Invoices, Sales Receipts, and Credit Memos. Enter full and partial cash payments. Record deposits. Display and print reports and graphs.	End of Chapter Questions End of Chapter Problem
Oko Yamni Week 3	Chapter 3: Payables and Purchases: Service Business Concepts for computerized accounting for payables. Enter, edit, delete, and pay bills. Record and edit transactions in the Accounts Payable register. Print, edit, void, and delete checks. Pay for expenses using petty cash. Display and print reports and graphs.	End of Chapter Questions End of Chapter Problem
Oko Topa Week 4	Chapter 4: General Accounting and End-of –Period Procedures: Service Based Business Complete end-of-period procedures. Change account names, delete accounts, and make accounts inactive. Record depreciation and make adjusting entries. Record equity transactions and reconcile bank statement. Print financial statements and close the accounting period.	End of Chapter Questions End of Chapter Problem
Oko Zaptan Week 5	Section 1 Practice Set. Service Based Business. Your Name At Your Service	Complete Section 1 Practice Set
Oko Sakpe Week 6	Lab	
Oko Sakowin Week 7	Chapter 5: Sales and Receivables: Merchandising Business. Enter sales transactions for a retail business. Record sales orders, cash sales, and credit card sales. Record customer payments on account with and without discounts. Edit Chart of Accounts and Item Lists. Customize, prepare and print reports/	End of Chapter Questions End of Chapter Problem
Oko Saglogan Week 8	Chapter 6: Payables and Purchases: Merchandising Business. Prepare, view, and print Purchase Orders and Checks. Enter items received against purchase orders.	End of Chapter Questions End of Chapter Problem

	<p>Enter bills, vender credits, and pay bills.</p> <p>Add new vendors, new accounts and assign preferred vendors to sales items.</p> <p>Use various payment options including checks and the company credit card to pay bills and take early payment discounts.</p> <p>Generate, view, and print related reports.</p>	
Okon Napcinyunka Week 9	<p>Chapter 7: General Accounting and End of Period Procedures: Merchandising Business.</p> <p>Complete end of period procedures.</p> <p>Edit Chart of Accounts</p> <p>Enter adjusting entries for accrual based accounting.</p> <p>Make adjustments to inventory.</p> <p>Reconcile bank and credit card statements.</p> <p>Undo a reconciliation.</p> <p>Enter a correcting entry after a period has been closed.</p> <p>Generate, view, and print financial statements.</p> <p>Export and import data to and from Excel</p> <p>Close an accounting period and backup file.</p>	<p>End of Chapter Questions</p> <p>End of Chapter Problem</p>
Okon Wikcemna Week 10	<p>Section 2 Practice Set. Merchandising Business</p> <p>Your Name's Ultimate Golf</p>	Complete Section 2 Practice Set
Okon Ake Wanci Week 11	Lab	
Okon Ake Nunpa Week 12	<p>Chapter 8: Payroll</p> <p>Create, preview, and print payroll checks.</p> <p>Correct, void, and delete paychecks.</p> <p>Add and edit employees.</p> <p>Pay taxes and other liabilities.</p> <p>Generate, view, and print payroll related reports.</p>	<p>End of Chapter Questions</p> <p>End of Chapter Problem</p>
Okon Ake Yamni Week 13	<p>Chapter 9: Create a Company in QuickBooks</p> <p>Set up a company using the Easy Step Interview and QuickBooks Setup.</p> <p>Establish a Chart of Accounts.</p> <p>Set up Company info and start date.</p> <p>Create lists for receivables, payables, items customers, vendors, employees, and others.</p> <p>Complete payroll setup and create payroll items and employee defaults.</p> <p>Customize reports and company preferences.</p>	In chapter tutorial
Okon Ake Topa Week 14	Comprehensive Practice Set	Comprehensive Practice Set
Okon Ake Zaptan Week 15	<p>Complete and turn in any work not already turned in.</p> <p>Get Final back. Tie up loose ends.</p>	

Disclaimer: Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf