



**Navajo Technical University**  
PO Box 849, Crownpoint, NM 87313

<http://www.navajotech.edu>  
Tel: (505) 387-7401

**Course Title: Accounting Software Applications**  
**Course #: ACG 211-ONL**

**Credit Hours: 3**  
**Semester: Spring 2022**  
**Cap: 25**

**Faculty:** Mrs. Sharon Watson-Murray  
**Office:** N/A  
**Office Hours:** N/A  
**Preferred Communication:** Email

**mail:** [swatson@navajotech.edu](mailto:swatson@navajotech.edu)  
**Office Phone:** (928) 814-7261

**Modality:** Fully Online  
**Class Location and Meeting Times:** [www.mybusinesscourse.com](http://www.mybusinesscourse.com)

**Course Enrollment:** <https://mybusinesscourse.com?code=1065-7502-1256>

**Meeting Hours and Online Hours:** N/A

**Required Materials:**



**Textbook OR ebook:**

Computerized Accounting with QuickBooks Online, 5E, by Williams, Johnson, ISBN: 978-1-61853-430-9

(Note: Access Code is included with the purchase of the textbook or ebook online.)

**Course Key:** Refer to Student Handout for Registration Details

**Opens:** January 18, 2022

**Tools:** None

**Laptop and Internet Access:** Every student is required to own a laptop and have internet access.

**Lab Fee (if applicable):** None

**Resource:** [www.mybusinesscourse.com](http://www.mybusinesscourse.com)

**Mission, Vision, and Philosophy**

**Mission:** Navajo Technical University honors Diné culture and language, while educating for the future.

**Vision:** Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

**Philosophy:** Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

**Course Description**

This course is intended to reinforce accounting concepts using integrated computerized accounting software such as Computerized Accounting with Quickbooks Online (QBO). It provides a self-paced, step-by-step environment in which students use it to create financial statements and other financial reports to strengthen the ideas they learn in their first course and see how computer software can be used to make business decisions. The course is to aid student understanding of difficult concepts. Clear explanations of why certain procedures are used in QBO are supported by relevant examples and relatable end-of-chapter assignments, serving to bridge the gap between computerized accounting concepts and real-world application. The course textbook is designed in such a way that the accounting concepts, as well as the software mechanics, get more complex with each section. Other books focus primarily on software data entry. This book allows the students to see why events are recorded the way they are in a computerized accounting system while refreshing students’ knowledge of accounting concepts and reinforcing the accounting and journal entries behind transactions.

COURSE OUTCOMES	COURSE MEASUREMENTS
Student will learn or review fundamental accounting concepts and principles through the use of accounting software and analysis of business events.	Complete reading assignments, homework assignments, exams, projects, and quizzes.
Students should be able to view financial statements from accountant user perspective, for they will learn how to use the software, understand and interpret financial statement.	
Students will learn to investigate the underlying source documents that generate most financial accounting information, such as purchase order, sales invoice, and so on and they will experience this process thru entering business transactions.	
Students will learn to explore some managerial aspects of accounting by performing financial analysis and comparisons, like budget are created and compared to actual operating results and receivables and payables are aged for the purpose of analyzing cash management and cash flow projections.	

## Connections to Program Assessment (Course-Embedded Measures)

### Course Activities

Week	Date	Class Topics/Reading	Assignment	Supplements	Assessments
1	January 17-28	Pre-Assessment Syllabi Review Student Orientation Resources Chapter 1 – Pg. 1-1 <i>Introduction to Quickbooks Online (QBO)</i> <b>01/17 Holiday – MLK Day</b> <b>01/19-20-Late Registration</b> <b>01/21–Last day to Add/Drop</b>	<ul style="list-style-type: none"> <li>• eLectures</li> <li>• Quizzes (Complete all five)</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> </ul>	Pre-Assessment Test
2	January 24-28	Chapter 2 – Pg. 2-1 <i>Setting Up Company Files</i>  Section Two – Pg. 3-1 <i>Service Companies</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> <li>• Quiz</li> </ul>	
3	January 31– February 4	Chapter 3 – Pg. 3-5 <i>Sales Activity (Service Company)</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> <li>• Quiz</li> </ul>	
4	February 7-11	Chapter 4 – Pg. 4-1 <i>Purchasing Activity (Service Company)</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> <li>• Quiz</li> </ul>	
5	February 14-18	Chapter 5 – Pg. 5-1 <i>End-of-Period Activity (Service Company)</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> <li>• Quiz</li> </ul>	
6	February 21-25	Section Three – Pg. 6-1 <i>Merchandising Companies</i>  Chapter 6 – Pg. 6-11 <i>Sales Activity (Merchandising Company)</i> <b>02/21 Holiday-President’s Day</b> <b>02/25 Graduation Petition due</b>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> <li>• Quiz</li> </ul>	
7	February 28- March 4	Chapter 7 – Pg. 7-1 <i>Purchasing Activity (Merchandising Company)</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• E Lectures</li> <li>• Homework</li> </ul>	

			<ul style="list-style-type: none"> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	Quiz	
8	March 7-11	Chapter 8 – Pg. 8-1 <i>End-of-Period and Other Activity (Merchandising Company)</i> Midterm Exam <b>03/07-11 Midterm Week</b> <b>03/07 Midterm Exam</b>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
9	March 14-18	Section Four – Pg. 9-1 <i>Beyond the Basics</i> <b>03/14-18 Spring Break</b>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
10	March 21-25	Chapter 9 – Pg. 9-3 <i>Management Tools</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
11	March 28-April 1	Chapter 10 – Pg. 10-1 <i>Project Tracking and Billing for Time and Expenses</i> <b>03/31 Last day to withdraw with “W”</b>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
12	April 4-8	Chapter 11 – Pg. 11-1 <i>Additional Tools</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
13	April 11-15	Section Five – Pg. 12-1 <i>Paying Employees</i>  Chapter 12 – Pg. 12-3 <i>Payroll Activity</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
14	April 18-22	Section Six – Pg. 13-1 <i>Cognitive Technologies, Data Analysis, and QBO</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• eLectures</li> <li>• Practice Quiz</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• ELectures</li> <li>• Homework Quiz</li> </ul>	
15	April 25-29	Chapter 13 – Pg. 13-3 <i>Big Data, Cognitive Technologies, and QBO</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• Homework Quiz</li> </ul>	
16	May 2-6	Chapter 14 – Pg. 14-1 <i>Data Analytics and Data Visualization</i>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Homework</li> <li>• Chapter Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• ebook</li> <li>• Homework Quiz</li> </ul>	

17	May 9-13	Final Exam <i>Optional: QBO Certified User Certification Practice Exam</i> <b>05/9-12 Finals Week</b> <b>05/10 All assignments due</b> <b>05/12 Grades due to the Registrar</b> <b>05/13 Spring Graduation</b>			Post Assessment Test
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### Grading Plan

A = 100-90%  
 B = 89-80%  
 C = 79-70%  
 D = 69-60%  
 F = 59% or less

### Assignment Policies:

The above grading plan will be followed in this course. My Business Courses (MBC) is a learning management system to be use for this course. Students will be required to complete all Homework assignments, Chapter Quizzes, view eLecture Videos for each Learning Objectives and access the ebook in the Reading links provided in MBC. Required assignments have specific deadlines and points.

Practice Exercise Quiz are worth ten points. Chapter Quiz are worth ten points. Homework assignments vary in total points each and the number of homework assignments in each week vary as well. The total cumulative points earned at the end of the semester will constitute your final grade.

### Course Policies:

It is the intent of this course to follow the textbook's chapters 1-14 and Sections as described in the schedule above.

If you are struggling with your work email your instructor immediately to seek assistance. There are additional tools or resources in your online environment for tutorship, and/or further explanation. At all costs avoid missing deadlines as this will hinder your grade status. Feedback to homework is provided for clarification of assignments.

This course is being offered in class instructions however as your facilitator you can contact me through email as needed. I will respond within a 24-hour period or less. I am also available for a face-to-face meeting by appointment only and we will adhere to the CDC guidelines as well as the Covid-19 NTU Classroom protocols.

### Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

## **Participation**

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

## **Cell phone and headphone use**

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

## **Attendance Policy**

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

## **Study Time Outside of Class for Face-to-Face Courses**

**For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.**

## **Study Time for Hybrid or Blended Courses**

**For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.**

## **Study Time for Online Courses**

**For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.**

## **Academic Integrity**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

## **Diné Philosophy of Education**

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Ílna and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

### **Students with Disabilities**

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability\\_ Exhibit-A\\_ 6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_ Exhibit-A_ 6-26-2018.pdf)).

### **Email Address**

Students are required to use NTU's email address for all communications with faculty and staff.

**Final Exam Date: May 10, 2022**