

Bus 4 – Advanced Computerized Bookkeeping

Course Information

- Semester and Year: Spring 2026
- Course ID and Section number: BUS-4-V9908-2026S
- Instructor's name: Dove Byrne
- Day and time of required meetings: Asynchronous
- Location: Online
- Course units: 3

Instructor Contact Information

- Online: BUS-4-V9908-2026S Adv Computerized Bookkeeping
- Office hours: Fridays 9 – 11AM via Zoom (by Appointment)
- Phone number: N/A
- Email address: dove-byrne@redwoods.edu
- Other method: Canvas Message
- Communication notes: Send me a Canvas message

Required Materials:

- Quickbooks Online for Accounting by Owen, Glenn (eBook: 9780357988558 or Paperback: 9780357988497) - 8TH
- Note: If you have Cengage Unlimited you have access to the eBook
- Microsoft Excel (MyCR)

Catalog Description

A study of advanced bookkeeping procedures utilizing common accounting software. The student will learn to analyze and post complex business transactions in order to create financial and tax reports and manage payroll for small businesses.

Course Student Learning Outcomes

1. Set up a bookkeeping system for a new or existing business.
2. Customize the chart of accounts for different types of businesses.
3. Record checks and deposits and reconcile bank statements.
4. Record customer information and transactions.
5. Record vendor information and transactions.
6. Record employee information and payroll transactions.
7. Prepare and analyze custom reports and financial statements.
8. Complete a bookkeeping consulting project.

Course Calendar

Bus 4 Schedule				
Week	Dates	Topic	Company	Assignment
1	1/17 1/25	Chapter 1	Sample Company	Sample Company Walkthrough
2	1/24 2/1	Chapter 2	Wild Water Works	Overview of QuickBooks Online
3	1/31 2/8	Chapter 3	Wild Water Works Case 1 Company	Chapter 3 Walkthrough Assignment Case 1 Chapter 3 Homework Assignment
4	2/7 2/15	Chapter 4	Wild Water Works Case 1 Company	Chapter 4 Walkthrough Assignment Case 1 Chapter 4 Homework Assignment
5	2/14 2/22	Chapter 5	Wild Water Works Case 1 Company	Chapter 5 Walkthrough Assignment Case 1 Chapter 5 Homework Assignment
6	2/21 3/1	Chapter 6	Wild Water Works Case 1 Company	Chapter 6 Walkthrough Assignment Case 1 Chapter 6 Homework Assignment
7	2/28 3/8	Chapter 7	Wild Water Works Case 1 Company	Chapter 7 Walkthrough Assignment Case 1 Chapter 7 Homework Assignment
8	3/7 3/15	Chapter 8	Wild Water Works Case 1 Company	Chapter 8 Walkthrough Assignment Case 1 Chapter 8 Homework Assignment
Spring Break				
9	3/21 3/29	Chapter 9	Wild Water Works Case 1 Company	Chapter 9 Walkthrough Assignment Case 1 Chapter 9 Homework Assignment
10	3/28 4/5	Chapter 10	Wild Water Works Case 1 Company	Chapter 10 Walkthrough Assignment Case 1 Chapter 10 Homework Assignment
11	4/4 4/12	Appendix 2	Case 1 Company	Comprehensive Case #1
12	4/11 4/19	WDI Project	WDI Company	Company Setup
13	4/18 4/26			Enter Transactions
14	4/25 5/3			Enter Transactions
15	5/2 5/10			Payroll
16	5/9 5/14*			Reports
* Week 16 ends on Thursday				

Evaluation and Grading Policy

Chapter Walkthroughs	10 @ 20 points =	200
Homework Assignments	8 @ 50 points =	400
Comprehensive Case Study	1 @ 200 points =	200
Who-Dun-It Bookkeeping Project	1 @ 200 points =	<u>200</u>
Total Points Available:		1,000

93%: A	83%: B	70%: C
90%: A-	80%: B-	60%: D
87%: B+	77%: C+	<60%: F

Prerequisites/corequisites/ recommended preparation

BUS-1A or BUS-180 with a minimum grade of "C".

Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280

- Location: Learning Resource Center (Library)

Del Norte campus

- Phone: 707-465-2353
- Location: main building, near the Library

Klamath-Trinity campus

- Phone: 707-476-4280

Academic Integrity

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic integrity, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated a lack of academic integrity, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the 2025-2026 College Catalog and CR Board and Administrative Policies.

AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. Sometimes, using these tools appropriately can help us overcome barriers and allow us to focus on deeper learning. However, overuse of these tools can undermine the development of our critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, it is sometimes appropriate and sometimes inappropriate to use generative AI in the completion of assignments or in discussion posts. For this class, please see the specific assignment instructions for guidance on how and when generative AI tools may be used appropriately as we're working on and learning from a particular assignment. Also, please keep in mind that you are responsible for anything you submit; please carefully review all AI-generated outputs, screening them for accuracy, bias, appropriateness, and fidelity to your perspective.