

BUAC 010: ACCOUNTING WITH QUICKBOOKS

Originator

promero

Co-Contributor(s)**Name(s)**

Gerardi, John

Justification / Rationale

Update course to reflect the currently most effective mode of instruction as per outcome assessments.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

BUAC - Business/Accounting

Course Number

010

Full Course Title

Accounting with QuickBooks

Short Title

ACCTG W/QUICKBOOKS

Discipline**Disciplines List**

Accounting

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

Introduction to the use of QuickBooks Accounting Software to process accounting transactions related to both a service and merchandising company. Students learn to record and process transactions in the following major accounting activities: journalizing, preparation of financial statements, budgeting, adjusting entries, receipts and payments, cash flow, and payroll. Course work prepares students for actual situations using up-to-date equipment and software. Additional topics include a review of basic accounting concepts and the creation of a company using QuickBooks.

Schedule Description

QuickBooks is a complete computerized accounting system for small businesses. Learn how this well-designed accounting program is used to set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts, and statements, track payables, inventory, and receivables, and generate reports and graphs. Additional topics include: A review of basic accounting concepts, payroll transactions, and the creation of a company using QuickBooks accounting. Advisory: CIS 010 and BUAC 020A or BUAC 051 or BUAC 066

Lecture Units

1

Lecture Semester Hours

18

Lab Units

2

Lab Semester Hours

108

In-class Hours

126

Out-of-class Hours

36

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: CIS 010 and BUAC 020A or BUAC 051 or BUAC 066

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Patricia Harley, MBA

Title

Quickbooks Online

Edition

2022-2023

City

Danville, CA

Publisher

Labyrinth Learning

Year

2022

College Level

Yes

ISBN #

9781640613720

Resource Type

Book

Open Educational Resource

Yes

Author

Mitchell Franklin, LeMoyne College (Financial Accounting), Dixon Cooper, Ouachita Baptist University

Title

Financial Accounting

Edition

2022

City

Houston, Texas

Publisher

Openstax

Year

2022

College Level

Yes

ISBN #

9781947172678

Resource Type

Web/Other

Description

Open Source instructions guides provided by instructor.

Resource Type

Web/Other

Open Educational Resource

Yes

Year

Web/Ongoing

Description

Quickbooks Online Education Portal/Lab. Quickbooks Online licensed lab assigned by instructor and provided by Intuit.

Resource Type

Web/Other

Open Educational Resource

Yes

Year

Web/Ongoing

Description

Intuit Practice Area - Craigs Auto Detail dummy company for exercises. It resets after every practice.

Class Size Maximum

28

Entrance Skills

Complete the accounting cycle for merchandising and service businesses.

Requisite Course Objectives

BUAC 020A-Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements;

BUAC 066-Demonstrate competence in all steps of the accounting cycle.

Entrance Skills

Process complex transactions in accounts receivable, accounts payable, inventory valuation, journal entries, bank reconciliation, and payroll processing.

Requisite Course Objectives

BUAC 020A-Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements;
BUAC 066-Perform bank reconciliations.

Entrance Skills

Use basic windows functions and features such as edit, save, copy, cut, paste, and formatting options.

Requisite Course Objectives

CIS 010-Demonstrate skills to design and create spreadsheets using common formatting and editing commands, formulas, and functions.

Course Content

1. Introduction to Quick Books software
2. Partnerships and corporations
3. Financial statement analysis
4. Departmentalized accounting

Lab Content

1. Setting up a new company
2. Accounting system set-up: account classification and format design
3. Accounting cycle - service business
4. Accounting cycle - merchandising business
5. Vendors and customer entries
6. Cash Transactions
7. Credit Card Transactions
8. Statement Reconciliations
9. Inventory
10. Fixed asset accounting
11. Budgeting
12. Payroll accounting
13. Journal Entries and Closing Entries
14. Financial Statement
15. Other Reporting

Course Objectives

	Objectives
Objective 1	Create a new company file.
Objective 2	Create and access a company backup file.
Objective 3	Create a chart of accounts.
Objective 4	Create invoices, receive payments, enter sales receipts, and make deposits.
Objective 5	Enter bills, pay bills, and write checks.
Objective 6	Make general journal entries, display, and print period-end accounting reports and print financial statements.
Objective 7	Use the payroll setup function to pay employees, pay payroll liabilities, and process payroll forms.
Objective 8	Perform banking functions; transfer funds, reconcile accounts, and enter credit card charges.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:

Outcome 1	Activate accounting software and use menus and icons to access software features and tools.
Outcome 2	Apply accounting principles in computerized accounting systems.
Outcome 3	Record bookkeeping transactions for a small business using accounting software and produce financial reports.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Teacher presentation of specific technical problem with student teams developing and presenting potential solutions.
Technology-based instruction	Comparison with simulations on transaction preparation using application
Lecture	Lecture on concepts with teacher demonstration of techniques followed by student lab practice and application to business problem.
Laboratory	Comprehensive lab project with features to simulate service accounting cycle and merchandising accounting cycle

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Homework assignments designed to measure student understanding of key concepts presented in each chapter and contribute to the overall understanding of the course material. About 2 hours per week.	Out of Class Only
Group activity participation/observation	Class Discussion and application exercises.	In Class Only
Tests/Quizzes/Examinations	Each chapter will contain assessments	In Class Only
Mid-term and final evaluations	Mid Term and Final Exams	In Class Only
Computational/problem-solving evaluations	Student performance on computational, problem-solving demonstrations to test the understanding of the interaction and relationship of different components of the subject matter. Student will spend about 1 hour per week outside the classroom, reviewing their accounting principles so they can apply them to their computational problems.	In and Out of Class
Laboratory projects	Hands on lab projects on service accounting cycle and merchandising accounting cycle. Student has to develop two companies from setup to financial statements and reporting. Students will be expected to complete outside the classroom the portion of the lab that they didn't complete in the classroom.	In and Out of Class

Assignments

Other In-class Assignments

1. Attendance of lectures including the taking of detailed notes and participation in classroom discussion.
2. Examinations of various types, such as problem sets, essay, and multiple choice.

Other Out-of-class Assignments

1. Readings in the textbook.
2. Completion of assigned exercises in each chapter using any available computer.

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Lab activities are clearly labeled and compose a portion (category) of their overall grade

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lecture component in this class will have a content delivery and exercises that are graded as either correct or not. On the other hand the Lab component will have a research and observation component that students will have to maintain.

How will you assess the online delivery of lab activities?

There is no right or wrong, the end results could be countless and the student will be evaluated in their interpretation of the results. Student will have to use critical thinking to submit reports and feed their observations in the final project presentation.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

We will use publisher activities in this course, in addition to the LMS. This platform is hosted by the publishers and is integrated into the LMS through an LTI

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

This platform is a necessity to our instruction. The activities are directly related to our course content and are impossible to recreate on our own.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Teleconferencing
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

We will ensure that our instructors provide individualized feedback to all participating students through any one of the listed strategies.

Other Information

Comparable Transfer Course Information

University System

CSU

Campus

CSU San Bernardino

MIS Course Data

CIP Code

52.0302 - Accounting Technology/Technician and Bookkeeping.

TOP Code

050200 - Accounting

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals

Curriculum Committee Approval Date

10/20/2022

Academic Senate Approval Date

10/27/2022

Board of Trustees Approval Date

12/16/2022

Chancellor's Office Approval Date

12/18/2022

Course Control Number

CCC000635037

Programs referencing this courseAccounting Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=114>)Small Business Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=120>)General Business AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=190>)Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=223>)Liberal Arts: Business and Technology AA Degree (<http://catalog.collegeofthedesert.eduundefined/?key=27>)BIW III Remote Office Support and Technologies Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=339>)Accounting AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=58>)Agriculture Office Assistant Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=84>)Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=85>)