BUAC 310: ACCOUNTING WITH QUICKBOOKS

New Course Proposal

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Originator

zbecker

Co-Contributor(s)

Name(s)
Gerardi, John

Justification / Rationale

Quickbooks is an industry standard accounting system for small business and a workforce skill required for many entry-level office positions. Offering a non-credit option will make this skill more accessible to incumbent workers and the currently unemployed or underemployed who seek to start a business or find employment in the small business environment.

Effective Term

Fall 2021

Credit Status

Noncredit

Subject

BUAC - Business/Accounting

Course Number

310

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. Prerequisite: BUAC 351A Introduction to Accounting Fundamentals.

Non-credit Hours

162

Lecture Units

0

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

0

Total Semester Hours

162

Override Description

Noncredit override.

Prerequisite Course(s)

Prerequisite: BUAC 351A

Required Text and Other Instructional Materials

Resource Type

Book

Author

Kay, Donna

Title

Computer Accounting With QuickBooks 2019

Publisher

McGraw-Hill/Irwin

Year

2019

College Level

Yes

Flesch-Kincaid Level

12.7

ISBN #

9781259741104

Class Size Maximum

28

Entrance Skills

Explain the basics of accounting as an information system.

Requisite Course Objectives

BUAC 351A-Develop comprehensive understanding of accounting as an information system.

Entrance Skills

Analyze basic accounting problems.

Requisite Course Objectives

BUAC 351A-Analyze accounting problems.

Entrance Skills

Explain how accounting is used in planning, control and decision-making.

Requisite Course Objectives

BUAC 351A-Explain how managerial accounting is used in planning, control, and decision making.

Course Content

1. Introduction to Quick Books software
2. Accounting cycle - service business
3. Accounting cycle - merchandising business
4. Vendors and customer entries
5. Fixed asset accounting
6. Payroll accounting
7. Partnerships and corporations
8. Financial statement analysis
9. Departmentalized accounting
10. Accounting system set-up: account classification and format design

Course Objectives

	Objectives
Objective 1	Install the QuickBooks program software.
Objective 2	Create a new company file.
Objective 3	Create and access a company backup file.
Objective 4	Create a chart of accounts.
Objective 5	Create invoices, receive payments, enter sales receipts and make deposits.
Objective 6	Enter bills, pay bills and write checks.
Objective 7	Make general journal entries, display and print period-end accounting reports and print financial statements.
Objective 8	Use the payroll setup function to pay employees, pay payroll liabilities, and process payroll forms.
Objective 9	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	Demonstrate the ability to apply accounting principles between manual accounting systems and computerized accounting systems through the use of computers.
Outcome 3	Record all bookkeeping transactions for a small business using accounting software including: sales transactions, purchasing transactions, bank reconciliations, adjusting journal entries, finding and correcting errors, budgeting, and preparation of financial statements.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	In-class practice including feedback, coaching and evaluation by the instructor.
Technology-based instruction	Publisher-provided instructional support and on-line accounting exercises and problem sets.

Participation	In-class or online discussion of current topics relevant to the materials of the course.
Lecture	Instructor-led lecture explaining accounting concepts, providing real-life-context, and problem-solving demonstrations.
Discussion	In-class or online discussion questions.

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	Problem-solving, essay and/or analysis interpretation and presentation.	Out of Class Only
Student participation/contribution	Problem-solving exercises.	In Class Only
Mid-term and final evaluations	Examinations, which include problem-solving, essay and/or analysis interpretation and presentation.	In and Out of Class
Tests/Quizzes/Examinations	Quizzes and examinations.	In and Out of Class
Product/project development evaluation	Real-life problems presented for solution.	In and Out of Class
Presentations/student demonstration observations	Presentation of solutions to real-life problems.	In Class Only
Computational/problem-solving evaluations	Problem-solving exercises, both oral and written assignments.	In and Out of Class
Laboratory projects	Problem-solving using Quickbooks software.	In Class Only
Other	Out-of-class hours will be accounted for electronically using the Learning Management System.	Out of Class Only

Assignments

Other In-class Assignments

1. Attendance of lectures with comprehensive note taking.
2. Examinations of various types, such as problem sets, essay, and multiple choice.
3. Reading of textbook and various other recommended supplementary literature.
4. Completion of assigned accounting exercises and problems.

Other Out-of-class Assignments

1. Readings in the textbook and various other recommended supplementary literature.
2. Completion of weekly assigned exercises in each chapter using any available computer.

Grade Methods

Pass/No Pass Only

Distance Education Checklist

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

Instructional Materials and Resources

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:

Timely feedback and return of student work as specified in the syllabus
Discussion forums with substantive instructor participation
Chat room/instant messaging
Regular virtual office hours
Private messages
Online quizzes and examinations

External to Course Management System:
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

Other Information

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
Other Non-credit Enhanced Funding

Approved Special Class
Not special class

Noncredit Category
Short-Term Vocational

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Not transferable

General Education Status
Not applicable

Support Course Status
Course is not a support course

Allow Audit
No

Repeatability
Yes

Repeatability Limit
NC

Repeat Type
Noncredit

Justification

Noncredit courses are repeatable until the student achieves the outcomes and objectives of the course.

Materials Fee

No

Additional Fees?

No

Approvals

Curriculum Committee Approval Date

10/6/2020

Academic Senate Approval Date

10/22/2020

Board of Trustees Approval Date

11/13/2020

Programs referencing this course

Accounting with QuickBooks Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=331)