

Washtenaw Community College Comprehensive Report

ACC 131 QuickBooks Software

Effective Term: Winter 2017

Course Cover

Division: Business and Computer Technologies

Department: Business

Discipline: Accounting

Course Number: 131

Org Number: 13110

Full Course Title: QuickBooks Software

Transcript Title: QuickBooks Software

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Course title

Course description

Pre-requisite, co-requisite, or enrollment restrictions

Outcomes/Assessment

Objectives/Evaluation

Rationale: The course description was changed to enable students to develop the skills necessary to become a QuickBooks Certified User (QBCU). Previously, 40% of the course covered QuickBooks with the remaining portion covering Sage Software. The name of the course is being changed from Accounting Information Systems to QuickBooks Software. The course co-requisite of ACC 111 and ACC 100 is also being removed. The basic skills that students learn in ACC 111 and ACC 100 have been incorporated into ACC 131.

Proposed Start Semester: Winter 2017

Course Description: This is an introductory course in the application of basic accounting knowledge and theory in QuickBooks software. The course content includes sales, invoicing and receivables, payables and purchases, inventory, payroll, general accounting, financial statements and end-of-period procedures for a service and retail business. This course builds upon knowledge of bookkeeping principles. Upon successful completion of the course, students may choose to take the QuickBooks exam required to become certified as a QuickBooks Certified User (QBCU).

Course Credit Hours

Variable hours: No

Credits: 3

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Level 2

Requisites

General Education

Degree Attributes

Statewide articulation approved

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Create and maintain accounting information using the QuickBooks accounting information system.

Assessment 1

Assessment Tool: Comprehensive Problem

Assessment Date: Winter 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key and departmentally-developed rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Departmental faculty

Assessment 2

Assessment Tool: Comprehensive Problem

Assessment Date: Winter 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key and departmentally-developed rubric.

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Departmental faculty

Course Objectives

1. Set up QuickBooks and create and maintain a chart of accounts.
2. Create and maintain vendor and customer accounts.
3. Perform end of period adjustments.
4. Process cash receipts and cash payments and reconcile the checking account.

5. Create and maintain inventory accounts.
6. Create and maintain payroll systems.
7. Prepare period end reports

New Resources for Course

Course Textbooks/Resources

Textbooks

Villani, Rosa. *Computerized Accounting with QuikBooks 2015*, 2015 ed. EMC Paradigm, 2015

Manuals

Periodicals

Software

Equipment/Facilities

Level III classroom

Computer workstations/lab

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Mark Johnston</i>	<i>Faculty Preparer</i>	<i>Apr 20, 2016</i>
Department Chair/Area Director: <i>Julianne Davies</i>	<i>Recommend Approval</i>	<i>Apr 25, 2016</i>
Dean: <i>Kimberly Hurns</i>	<i>Recommend Approval</i>	<i>May 03, 2016</i>
Curriculum Committee Chair: <i>David Wooten</i>	<i>Recommend Approval</i>	<i>Jul 24, 2016</i>
Assessment Committee Chair: <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Jul 25, 2016</i>
Vice President for Instruction: <i>Michael Nealon</i>	<i>Approve</i>	<i>Jul 28, 2016</i>