

Washtenaw Community College Comprehensive Report

ACC 131 QuickBooks Software

Effective Term: Winter 2025

Course Cover

College: Business and Computer Technologies

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: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Outcomes/Assessment

Objectives/Evaluation

Rationale: Three-year syllabus review

Proposed Start Semester: Winter 2024

Course Description: In this course, students are introduced to 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. Students will acquire new and build on existing knowledge of bookkeeping principles. Upon successful completion of the course, students may choose to take the QuickBooks exam required to be 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. Set up QuickBooks to create and maintain vendor and customer accounts based on payroll concepts.

Assessment 1

Assessment Tool: Outcome-related section(s) of the comprehensive problem

Assessment Date: Winter 2025

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

Standard of success to be used for this assessment: 70% of the students will score 70% or higher on each set of transactions and reports.

Who will score and analyze the data: Departmental faculty

2. Maintain cash and inventory.

Assessment 1

Assessment Tool: Outcome-related section(s) of the comprehensive problem

Assessment Date: Winter 2025

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

Standard of success to be used for this assessment: 70% of the students will score 70% or higher on each set of transactions and reports.

Who will score and analyze the data: Departmental faculty

3. Perform period-end adjustments and prepare period-end reports.

Assessment 1

Assessment Tool: Outcome-related section(s) of the comprehensive problem

Assessment Date: Winter 2025

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

Standard of success to be used for this assessment: 70% of the students will score 70% or higher on each set of transactions and reports.

Who will score and analyze the data: Departmental faculty

Course Objectives

1. Navigate the QuickBooks set up process for business and/or personal needs.
2. Create and maintain a chart of accounts.
3. Create and maintain vendor and customer accounts.
4. Recognize when end-of-period adjustments are required.
5. Distinguish between various payment types.
6. Process cash receipts and cash payments.
7. Reconcile the checking account.
8. Create and maintain inventory accounts.

9. Apply proper payroll practices.
10. Customize and execute period-end reports.

New Resources for Course

Course Textbooks/Resources

Textbooks

Donna Kay. *Computerized Accounting with QuikBooks Online*, 3rd ed. McGraw-Hill, 2022

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>Jan 16, 2024</i>
Department Chair/Area Director: <i>Joyce Jenkins</i>	<i>Recommend Approval</i>	<i>Jan 16, 2024</i>
Dean: <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Jan 18, 2024</i>
Curriculum Committee Chair: <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Sep 12, 2024</i>
Assessment Committee Chair: <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Sep 17, 2024</i>
Vice President for Instruction: <i>Brandon Tucker</i>	<i>Approve</i>	<i>Sep 18, 2024</i>

Washtenaw Community College Comprehensive Report

ACC 131 QuickBooks Software Effective Term: Winter 2021

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Change Information:

Consultation with all departments affected by this course is required.

Outcomes/Assessment

Rationale: Three-year syllabus review: After further analysis of the previous Assessment it was determined to only have one assessment at the end of the semester. Previously there were two assessments for the learning outcome. The new assessment will cover all of the learning objectives within the learning outcome.

Proposed Start Semester: Winter 2021

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. Students will acquire new and build on existing knowledge of bookkeeping principles. Upon successful completion of the course, students may choose to take the QuickBooks exam required to be certified as a QuickBooks Certified User (QBCU).

Course Credit Hours

Variable hours: No

Credits: 3

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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: Fall 2021

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

Standard of success to be used for this assessment: 70% of the students will score 70% or higher on each set of transactions and reports.

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 2018*, 2018 ed. EMC Paradigm, 2018, ISBN: 978-0-76388-4.

Manuals

Periodicals

Software

Equipment/Facilities

Level III classroom

Computer workstations/lab

Reviewer**Action****Date****Faculty Preparer:***Mark Johnston**Faculty Preparer**Nov 11, 2020***Department Chair/Area Director:***Douglas Waters**Recommend Approval**Nov 11, 2020***Dean:***Eva Samulski**Recommend Approval**Nov 19, 2020*

Curriculum Committee Chair:

Lisa Veasey

Recommend Approval

Dec 11, 2020

Assessment Committee Chair:

Shawn Deron

Recommend Approval

Jan 06, 2021

Vice President for Instruction:

Kimberly Hurns

Approve

Jan 16, 2021