

## Washtenaw Community College Comprehensive Report

### ACC 131 QuickBooks Software Effective Term: Winter 2021

#### 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:** Three Year Review / Assessment Report

**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

**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: 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*