



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Upon completion of prescribed work for this course, the student should be able to:

1. Explain the functions and roles of integrated accounting software packages in business.
2. Describe the differences between manual and computerized accounting methods.
3. Use QuickBooks to set up and use an integrated accounting package on a microcomputer with general ledger, accounts receivable, accounts payable, inventory, payroll, and job cost modules.
4. Build and maintain a chart of accounts using QuickBooks.
5. Generate general ledger financial reports using QuickBooks .
6. Key-enter sales, cash receipts, cash payments, and purchases on accounts using QuickBooks.
7. Key-enter payroll records for individuals and companies using QuickBooks.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
The student will utilize QuickBooks to perform various accounting tasks.	At least 90% of students will correctly answer at least 70% of the questions on a comprehensive written exam.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Required Text: The most recent edition of *QuickBooks Pro: A Complete Course*, Janet Horne, Pearson.

Students will need a USB drive, a #2 pencil and Scantron forms for testing.

IV. Suggested Course Maximum – 20 since it is in a computer classroom

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Computer workstations and personal computers, QuickBooks software, USB disk drives, and a laser printer.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

A total of 550 points are available for this course. Points are obtained by completing written exams at the end of each section, and end-of-section problems for three practice sets.

Major Projects (3) 300 points total

First Practice Set	100
Second Practice Set	100
Third Practice Set	100

End of Section Exams (3) 150 points total

First Exam	50 points
Second Exam	50 points
Third Exam	50 points

Comprehensive Final Exam 100 points

Maximum total points: 550

Grading Scale

A	495-550
B	440-494
C	395-439
D	330-384

Reading Assignments

Chapter 1
Chapter 2
Chapter 3
Chapter 4

Application Exam: First Practice Set

Section 1 First End of Section Exam

Chapter 5
Chapter 6
Chapter 7

Application Exam: Second Practice Set

Section 2 Second End of Section Exam

Chapter 8
Chapter 9

Application Exam: Third Practice Set

Section 3 Third End of Section Exam

Comprehensive Final Exam

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.