1. **COURSE TITLE\*: Computerized Accounting - QuickBooks**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: ACCT 2230**
3. **PREREQUISITE(S)\*: ACCT 1101 COREQUISITE(S)\*: None**
4. **COURSE TIME/LOCATION/MODALITY: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3 LECTURE HOURS\*: 3**

 **LABORATORY HOURS\*: 0 OBSERVATION HOURS\*: 0**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

A hands-on study of the market leading small business accounting software, QuickBooks Online. Emphasis is placed on using QuickBooks to record transactions and report financial information for both new and existing businesses.

At the conclusion of the course, students may attempt to earn QuickBooks User Certification by taking the proctored QuickBooks Certification exam.

1. **LEARNING OUTCOMES\*:**

At the completion of this course the student will:

1. Setup and manage QuickBooks client data files
2. Record routine accounting transactions using QuickBooks
3. Generate financial statements and required tax forms using QuickBooks
4. Develop budgets using QuickBooks
5. Maintain payroll records using QuickBooks
6. Record period-end adjusting entries using QuickBooks
7. Complete monthly bank reconciliations in QuickBooks
8. Customize and export financial reports in QuickBooks
9. **ADOPTED TEXT(S)\*:**

***Using QuickBooks Online for Accounting***

5th Edition (Or Most Recent Edition)

Glenn Owen

Cengage Publishing

ISBN: 978-0-357-70000-6 Cengage Unlimited Inclusive Access eBook

ISBN for students who do NOT want Inclusive Access: 978-0-357-75391-0

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

Access to Canvas

Access to a reliable, High-Speed Internet connection

Access to QuickBooks Online (1-Year Free Trial)\*

\*Free Trial can be activated by visiting:

<https://www.intuit.com/partners/education-program/>

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

 B: 80 – 89

 C: 70 – 79

 D: 60 – 69

 F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

Knowledge of content will be evaluated by exams, quizzes, assignments, and work projects per instructor.

|  |  |
| --- | --- |
| *Category* | *% of Grade* |
| Comprehensive Problem | 40% |
| Chapter Case Problems | 30% |
| Exams | 25% |
| Attendance & Participation | 5% |
| Total | 100% |

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

Classes will consist of lectures, class discussions, simulations, projects, videos, outside assignments and supplemental materials. Class discussion, for both online and face-to-face formats, is encouraged and staying current on reading assignments necessary to be able to actively participate in class discussions.

1. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

***(Insert sample course outline with learning outcomes tied to assignments / topics.)***

|  |  |  |
| --- | --- | --- |
| **Week** | **Topics** | **LOs** |
| **1** | Review of Financial Accounting |  |
| **2** | Ch. 1 - Introduction to QuickBooks Online (QBO) | 1 |
| **3** | Ch. 2 - Sample Company Walkthrough | 1 |
| **4** | Ch. 2 – Sample Company Practice Settings | 1 |
| **5** | Ch. 2 – Sample Company Practice Transactions | 1 |
| **6** | Ch. 3 - Setting Up a New Company | 1 |
| **7** | Ch. 4 - Operating Activities: Sales & Cash Receipts | 2 |
| **8** | Ch. 5 - Operating Activities: Purchases and Cash Payments | 2 |
| **9** | Ch. 6 – Investing and Financing Activities | 2 |
| **10** | Ch. 7 – Payroll | 5 |
| **11** | Ch. 8 – Budgets and Bank Reconciliations | 4, 7 |
| **12** | Ch. 9 – Adjusting Entries | 6 |
| **13** | Ch. 10 – Financial Statements | 3 |
| **14** | QuickBooks Online Comprehensive Case Problem | 1-7 |
| **15** | QuickBooks Online Comprehensive Case Problem | 1-7 |
| **16** | **Comprehensive Final Exam** | **1-7** |

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**Student’s Responsibility**: Read the Textbook, Read the Chapter Learning Objectives, Read the Chapter Summary, Attend Class, Be prepared to participate in class, Display Sincere Adult Behavior, Complete the Project and EXAMS by the Due Dates, Practice academic integrity at all times by avoiding plagiarism and pirated answer keys.

**Instructor’s Responsibility:** It is the responsibility of the instructor to enhance and expand the meaning and application of the subject matter covered in the course. The instructor will provide grades in a timely manner and make arrangements to be available for assistance as needed.

1. **FERPA\*:**

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

1. **ACCOMMODATIONS: \***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

1. **OTHER INFORMATION\*\*\*:**

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.