

**LINN BENTON COMMUNITY COLLEGE
CURRICULUM REVIEW: APRIL 29, 2016**

Course Name

BA 228 “Computerized Accounting”

Percentage of Materials that are Open Educational Resource

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Course Outcomes and Assessments Used

BA 228 has five learning outcomes:

1. Create a new company within the QuickBooks Environment (expressed as competency)
2. Enter a new account (expressed as competencies)
3. Demonstrate the ability to properly enter transactions into the A/R, A/P, and other functional areas of the program.
4. Properly run reconciliation reports or bank accounts.
5. Customize and print out financial statements (expressed as competency)

The BA 228 course is divided into credit units. The first credit unit provides a foundational knowledge of QuickBooks and various functions using QuickBooks, and includes five modules, with each module assessing competency through testing that requires the student to successfully demonstrate knowledge.

The first module provides an overview of QuickBooks and its basic functionality. The second module demonstrates how to develop a balance sheet using QuickBooks. The third module demonstrates how to prepare an income statement using QuickBooks. The fourth module shows how to prepare a statement of cash flows using QuickBooks. The fifth module covers the creation of supporting reports using QuickBooks. All modules assess the student’s knowledge of concepts through applied exercises, such as game simulations, where students must demonstrate knowledge and skills learned. Modules have “self-check” points, which are additional quizzes that contain questions tied to class materials. A final assessment at the end of the five modules comprehensively evaluates the student’s competency and understanding of all concepts through administration of a quiz.

The second credit unit contains four modules, which focus on setting up a business account and booking various activities. The first module shows how to set up a business accounting system. The second module covers cash-oriented business activities, such as equipment and inventory purchases. The third module demonstrates how to set up an income statement using QuickBooks. The fourth module covers adjusting entries. All modules assess the student’s knowledge of concepts through applied exercises where students must demonstrate knowledge and skills learned. Modules have “self-check” points, which are additional quizzes that contain questions tied to class materials. A final assessment at the end of the four modules comprehensively evaluates the student’s competency and understanding of all concepts through administration of a quiz.

The third credit unit contains three modules that cover business budgeting, business activities, and fixed assets. The first module covers business budgeting and concepts such as revenues, expenses, assets, and liabilities. The second module focuses on reporting business activities, such as income statements and balance sheets. The third module covers management of fixed assets and issues around depreciation. All modules assess the student's knowledge of concepts through exercises that promote the application of relevant concepts. Modules have "self-check" points, which are quizzes that contain questions tied to class materials. A final assessment at the end of the three modules comprehensively evaluates the student's competency and understanding of all concepts through administration of a quiz.

All modules have assessments that require the student to demonstrate proficiency of the concepts taught in the modules. Proficiency is demonstrated through application of knowledge utilizing quizzes that include concepts taught in lessons and through exercises. A final assessment at the end of the modules comprehensively evaluates the student's competency and understanding of all concepts through administration of a final quiz.

Teaching Methods

BA 228 is taught online. Teaching methods include the use of readings, specific software applications (QuickBooks), and practice exercises that students can conduct on their own time.

Industry Standards and the Course

The BA 228 course is not designed to embed particular industry standards; however, relevant business administration concepts and terms are integrated into the curriculum.