



QUINSIGAMOND
Community College

ACC 110 Accounting Software for Small Business – Course Description, Topics, Learning Objectives

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2012-2013
QUINSIGAMOND COMMUNITY COLLEGE

NEW COURSE PROPOSAL

Course Discipline/Division: Accounting/Business Administration/Business & Technology Division
Course Number: ACC 110
Course Name: ACCOUNTING SOFTWARE FOR SMALL BUSINESS
Prerequisites and/or corequisites (confer with affected department coordinator): None
CIP code (check with IRaP Office): 52.0302
Effective Term/year: Fall 2013
Give a rationale for the new course. Be sure to indicate whether this course replaces another course. This new course accommodates the inclusion of a learning outcome that involves developing an accounting software system for a small business as well as preparing for the QuickBooks Certified Users Exam. The course includes a laboratory component. It will be introduced in Fall 2013 and will be limited in enrollment only to those students accepted to the Certificate in Accounts Payable/Accounts Receivable. This course may replace ACC 231 Computerized Accounting in future semesters.
Is the course content similar to other courses now offered? Yes <u>XX</u> No <u> </u> If yes, attach a statement for the coordinator of the department offering the similar course. Yes, it is similar in content to ACC 231, but the proposed course includes a laboratory component. The new course will be introduced in Fall 2013 and will be limited in enrollment only to those students accepted to the Certificate in Accounts Payable/Accounts Receivable. This course may replace ACC 231 Computerized Accounting in future semesters.
Please indicate if this course will serve as any of the following types of electives <input type="checkbox"/> Elective <input type="checkbox"/> Discipline specific (name the discipline) <input type="checkbox"/> Program specific (name the program) <input type="checkbox"/> Multiple perspective (confer with the Liberal Arts Coordinator)
Is this course required for a program? If yes, submit a separate Program Revision Proposal or New Program Proposal. Yes. The course is required in the new Certificate in Accounts Payable/Accounts Receivable.

Expected enrollment per term: 20	Expected enrollment per year: 40
<p>Will any of the following be required:</p> <p>Additional staff ___ Additional space <u>XX</u> Additional equipment ___</p> <p>Provide a rationale for any needs indicated above and include approximate cost of equipment.</p> <p>Given the introduction of a laboratory component, the course will require both a 3-hour lecture and a 3-hour lab component each week and as such, additional time in a computerized classroom.</p>	
Library print and non-print resources in support of this course: \$500	

Course Materials

Course number: ACC 110		
Course name: ACCOUNTING SOFTWARE FOR SMALL BUSINESS		
Credits:4		
Lecture Hours: 3	Lab hours:3	Clinic Hours:0
<p>General course description and prerequisites (as it will appear in the catalog):</p> <p>This course focuses on understanding accounting through a mastery of general ledger software applications. Students set up and maintain a computerized accounting records system by recording the transactions necessary to operate a service and merchandising business. This course covers the areas of cash, accounts receivable, accounts payable, and payroll transactions. Students learn how to create these transactions on a computer and how to understand and interpret the resulting financial reports. During the laboratory component students will be required to develop an accounting system for a small company. This course will prepare students for the Certified QuickBooks Users examination.</p> <p>Prerequisite: Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or appropriate placement score, MAT 090 with a "C" or better on the MAT 090 departmental final exam or placement by the Computerized Placement Test.</p>		
<p>All required texts and paperbacks, including information on publisher and edition used (provide a suggested text):</p> <p>Computer Accounting with QuickBooks, "current year"; Kay, Donna, McGraw-Hill, ISBN # 978-0-07-802534-1</p> <p>Provided by Intuit: QuickBooks Fundamental Learning Guide for Exam Practice</p>		
Instructional Objectives (list):		
Upon successful completion of the course, students will:		

Track time & print pay checks, transfer time to sales invoice, pay payroll liabilities, print payroll tax forms
Project 6 Larry's Landscaping

Week-7-Reports and Graphs *Chapter 7 Learning Activities*
Vertical Analysis financial statements
Ratio analysis
Project 7 Larry's Landscaping

Section 2 - QuickBooks Accounting for Entrepreneurs *Lab*
Week-8-New Company Set Up *Chapter 8 Learning Activities*
Easy step interview, set up Chart of Accounts, customer list, vendor list, Item list
Project 8 Kayla Consulting

Week-9-Accounting for a Service Company *Chapter 9 Learning Activities*
Purchase transactions, print checks, sales transactions, deposits, year end adjustments, trial balance and financial reports
Exercise 9.6 Villa Floor & Carpet
Project 9 Kayla Consulting

Week-10-Merchandising Corporation: *Chapter 10 Learning Activities*
Set up new merchandising company, Chart of Accounts, vendors, customers, item list, activities through adjustments and financial reports
Project 10 Xavier Enterprises
Group Case

Week-11-Merchandising Corporation Payroll *Chapter 11 Learning Activities*
Set up corporation payroll with time tracking, corporate payroll tax liabilities and forms
Project 11 Xavier Enterprises
Case 11 Tomaso Mowers
Group Case

Week-12-Project/Presentation QuickBooks for a small business *Set up new small business budgeting, estimating, memorized transactions, audit trail*

Week-13-Practice for QuickBooks Certified Users Exam *Practice Exam*

Week-14-Quickbooks Certified User Exam *Exam*

Other information:

- Suggested basis for student grading and criteria for evaluating student performance

Evaluation will be based on a combination of individual and team homework and project assignments, taking and passing the QuickBooks Certified Users Exam. Each week, end of chapter homework exercises are expected to be completed and presented to the instructor for grading, this insures the student stays up to date with course work and helps correct content misconception early within the course.

There will be two group cases which will require the student to set up a new company file for a given company

The final group project and presentation will involve setting up a company for a small business or entrepreneur. See attached for description.

It is strongly recommended that students take and pass the exam to become a Certified QuickBooks User.

<u>Activity</u>	<u>Total Points</u>
End of Chapter Homework: Due Weekly	125
Two Group Cases	125
Project and Presentation	150
QuickBooks Certified Users Exam	100
Total	500

<u>Total Points</u>	<u>Letter Grade</u>
400-500	A range
300-400	B range
200-300	C range
100-200	D range
Below 100	F range

DEVELOP AN ACCOUNTING SYSTEM FOR ENTREPRENEURS OR A SMALL COMPANY USING QUICKBOOKS ACCOUNTING SOFTWARE

MILESTONE 1: Develop a proposal. In this milestone, you identify a real world client (either as small business or a potential entrepreneur) that needs assistance in establishing an accounting system using QuickBooks. After identifying the client, gather information from the client and develop a plan for a QuickBooks accounting system that will meet the client's needs.

MILESTONE 2: Develop a prototype or sample QuickBooks accounting system for the client. Set up

a company in QuickBooks with a sample Chart of Accounts for the client to review. After obtaining approval of the Chart of Accounts from the client and your instructor, enter beginning balances for the accounts.

MILESTONE 3: Develop sample QuickBooks lists for customers, vendors, items and employees. Obtain client and instructor approval for the lists and enter the lists information.

MILESTONE 4: Enter sample transactions to test the prototype.

MILESTONE 5: Identify the reports that the client needs and then create memorized reports using QuickBooks.

MILESTONE 6: Develop documentation for project including instructions for further use.

MILESTONE 7: Present Project to class.

Suggested outline for project presentation:

History and overview: Provide background about the client and the client's need as an introduction for your presentation.

Demonstration: Demonstrate your project; display memorized transactions, memorized reports and lists for the class to view. Use sample data, not actual client confidential data

Examples: Present examples of documentation and client instruction you are providing

Cost/Benefit and Advantages/Disadvantages: Briefly present advantages and disadvantages of using QuickBooks for this project, as well as associated costs and benefits.

Summary: Concluding remarks to summarize major points of presentation

- Suggested attendance policy

Per current QCC Student Handbook

- Suggested plagiarism statement

Plagiarism means taking someone else's ideas or words and presenting them as one's own. The offense can take many forms including cheating on a test, passing in a paper taken from the Internet or from another student, or failing to properly use and credit sources in an essay. Sometimes the issue is subtle, involving getting too much on an assignment from someone else. In every instance, plagiarism means cheating both oneself and the owner of the source. Since the cheating sabotages a student's learning experience, consequences range from no credit for the assignment to failure for the course and possible expulsion from college.

- Suggested assessment methodologies

Varied as per assignments

Please submit a syllabus for this new course to your dean.

Attached

List the Student Learning Outcomes for this course in the table below. Recommendations for writing SLOs can be found in the *General Information for Academic Affairs Proposals* document that is available on the QCC's Intranet under Frequently Used Forms (Academic Governance Forms).

COURSE STUDENT LEARNING OUTCOMES FOR (ACC 110 ACCOUNTING SOFTWARE FOR SMALL BUSINESS)	
Upon completion of the course, students will be able to:	
1	Demonstrate a working knowledge of general ledger software applications
2	Be able to maintain a computerized accounting system
3	Be able to record transactions necessary to operate a service and merchandising business
4	Define, compute, analyze and explain the computerized accounting areas of cash, accounts receivable, accounts payable, and payroll
5	Produce, analyze and explain financial reports
6	Analyze, explain and present to others, using the integrated knowledge acquired, to set up a live accounting system for a small business.
7	Integrate technical knowledge into excel reports and spreadsheets
8	Be prepared to take the QuickBooks User certification examination.
9	
10	

How does the course support general education? Using the chart below, indicate the degree or level of connection between the course and outcome as indicated here.

I – Introductory/Background – There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

M – Intermediate/Transitional - There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration

of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

E – Emphasized – There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

CONNECTION OF (ACC 110 ACCOUNTING SOFTWARE FOR SMALL BUSINESS) TO GENERAL EDUCATION STUDENT LEARNING OUTCOMES	I,M,E
Communication Skills: Students will write and speak effectively.	M
Information Literacy: Students will locate, evaluate and apply reliable and appropriate information.	I
Quantitative Reasoning: Students will apply the concepts and methods of mathematics to solve problems.	M
Scientific Reasoning: Students will relate scientific methods of inquiry to the acquisition of knowledge.	NA
Technical Literacy: Students will utilize computer an emerging technologies effectively.	I
Aesthetics: Students will appreciate the variety of human experiences as expressed through the arts.	NA
Multiple Perspectives: Students will demonstrate knowledge and appreciation of diverse cultures.	NA
Ethics: Students will develop an awareness of personal obligations and responsibilities in one's community of influence.	I
Impact of Technology: Students will reflect on the impact of scientific and technological advances on the individual, society and the environment.	NA
Civic Literacy: Students will demonstrate awareness of the responsibilities of local, national and international citizenship.	NA

If the course is required in a program or it is an elective in a program, please indicate how the course contributes to the Program Student Learning Outcomes. List the Program Student Learning Outcomes and indicate the degree or level of connection between the course and outcome as I, M, or E. Please delete this table if it is not applicable.

CONNECTION OF (ACC 110 ACCOUNTING SOFTWARE FOR SMALL BUSINESS) to PROGRAM STUDENT LEARNING OUTCOMES FOR (Certificate in Accounts Payable/Accounts Receivable)		
1	Analyze, calculate, and report financial information accurately and in a timely manner	M

2	Demonstrate proficiency in both manual and automated accounts payable and accounts receivable accounting systems.	M
3	Use the Microsoft Office Suite and QuickBooks software effectively.	E
4	Demonstrate knowledge of a broad overview of business ownership.	I
5	Develop skills necessary to make career related decisions to enhance workplace readiness.	I
6		
7		
8		
9		
10		

If the course is a discipline elective, please indicate how the course contributes to the Discipline Student Learning Outcomes if they are available. List the Discipline Student Learning Outcomes and indicate the degree or level of connection between the course and outcome as I, M, or E. Please delete this table if it is not applicable.

CONNECTION OF (insert course number and name) to DISCIPLINE STUDENT LEARNING OUTCOMES FOR (insert name of discipline)		
1		I,M,E
2		
3		
4		
5		
6		
7		
8		
9		
10		

QUINSIGAMOND COMMUNITY COLLEGE
ACC 110 ACCOUNTING SOFTWARE FOR SMALL BUSINESS

COURSE DESCRIPTION:

ACC 110 ACCOUNTING SOFTWARE FOR SMALL BUSINESS

4 credits

This course focuses on understanding accounting through a mastery of general ledger software applications. Students set up and maintain a computerized accounting records system by recording the transactions necessary to operate a service and merchandising business. This course covers the areas of cash, accounts receivable, accounts payable, and payroll transactions. Students learn how to create these transactions on a computer and how to understand and interpret the resulting financial reports. During the laboratory component students will be required to develop an accounting system for a small company. This course will prepare students for the Certified QuickBooks Users examination.

Prerequisites: Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or appropriate placement score, MAT 090 with a "C" or better on the MAT 090 departmental final exam or placement by the Computerized Placement Test.

TEXT

Computer Accounting with QuickBooks, "current year"; Kay, Donna, McGraw-Hill, ISBN # 978-0-07-802534-1

Provided by Intuit: QuickBooks Fundamental Learning Guide for Exam Practice

COURSE PHILOSOPHY AND TEACHING PROCEDURES:

Goals for Computerized Accounting students are to be able to correctly propose, set up and maintain a computerized general ledger for accounting for a small business and pass the exam to become a QuickBooks Certified User. Students will be asked to read assigned material, listen to mini-lectures, take notes, have discussions and work in group settings to problem solve, analyze, and prepare homework assignments, case studies, develop accounting system for a small business and practice for QuickBooks Certified Users exam.

COURSE OUTLINE AND TOPICS

Section 1 - Exploring QuickBooks

Lab

Week-1-Tour of QuickBooks

Chapter 1 Learning Activities

*Open Company File, print Profit & Loss Statement
print Balance Sheet, save Files, QuickBooks Help
Project 1 Larry's Landscaping*

Week-2-Customizing QuickBooks

Chapter 2 Learning Activities

*To do lists & calendar, print Statement of Cash Flows
Edit Chart of Accounts
Project 2 Larry's Landscaping*

Week-3-Banking

Chapter 3 Learning Activities

*Make Deposits, write checks,
reconcile Bank Statements
Project 3 Larry's Landscaping*

Week-4-Customers and Sales

Chapter 4 Learning Activities

*Create invoice to bill customers, add customer,
and jobs, record customer payments and credit,
print customer statements, reports and collection
letters
Project 4 Larry's Landscaping*

Week-5-Vendors, Purchases and Inventory Chapter 5 Learning Activities

Purchase inventory, add vendors, create purchase orders

Project 5 Larry's Landscaping

Week-6-Employees and Payroll Chapter 6 Learning Activities

Track time & print pay checks, transfer time to sales invoice, pay payroll liabilities, print payroll tax forms

Project 6 Larry's Landscaping

Week-7-Reports and Graphs Chapter 7 Learning Activities

Vertical Analysis financial statements

Ratio analysis

Project 7 Larry's Landscaping

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budgeting, estimating, memorized transactions, audit trail

Week-13-Practice for QuickBooks Certified Users Exam Practice Exam

Week-14-Quickbooks Certified User Exam Exam

INSTRUCTIONAL OBJECTIVES:

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5. Produce, analyze and explain financial reports
6. Analyze, explain and present to others, using the integrated knowledge acquired, to set up a live accounting system for a small business.
7. Integrate technical knowledge into excel reports and spreadsheets
8. Be prepared to take the QuickBooks User certification examination.

CONCERNING STUDENTS WITH SPECIAL NEEDS:

Every effort will be made to meet individual needs and various learning styles of students in this course. It is of the utmost importance that you inform me at the beginning of the semester of your particular needs. If you have concerns about this course please make an appointment with me. If your concerns are about a learning disability or other specific need, please make an appointment with a learning specialist at the Disability Services office, Room 246A. All information is strictly confidential.

CONCERNING PLAGIARISM (Taken from the College Policies section of the Student Handbook)

Plagiarism means taking someone else's ideas or words and presenting them as one's own. The offense can take many forms including cheating on a test, passing in a paper taken from the Internet or from another student, or failing to properly use and credit sources in an essay. Sometimes the issue is subtle, involving getting too much on an assignment from someone else. In every instance, plagiarism means cheating both oneself and the owner of the source. Since the cheating sabotages a student's learning experience, consequences range from no credit for the assignment to failure for the course and possible expulsion from college.

SAMPLE OF EVALUATION AND GRADING POLICIES

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Examples: Present examples of documentation and client instruction you are providing

Cost/Benefit and Advantages/Disadvantages: Briefly present advantages and disadvantages of using QuickBooks for this project, as well as associated costs and benefits.

Summary: Concluding remarks to summarize major points of presentation