

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ACCT 205

Course Title: Quick Books Accounting

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2015

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

Training in using the *QuickBooks® accounting* program is presented in this course, including accounting concepts and their relationship to *QuickBooks®*.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

ACCT 108 or the equivalent.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
- 2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
- 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
- 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

Outcome 1: Set up an accounting system using QuickBooks® software.

Competencies:

1. Start QuickBooks® and open a company.
2. Use the QuickBooks navigators.
3. Use QuickBooks menus.
4. Use QuickBooks Help.
5. Back Up and restore company data.
6. Create a new company using EasyStep Interview

Outcome 2: Use lists, including the chart of accounts, in QuickBooks®.

Competencies:

7. Display, print, and use the chart of accounts.
8. Add, delete and edit accounts.

Outcome 3: Use the QuickBooks® banking system to account for bank accounts.

Competencies:

9. View and print the check register.
10. Make and record bank deposits.
11. Write checks.
12. Print a journal.
13. Reconcile bank statements.

Outcome 4: Account for and report on customer and sales transactions using QuickBooks®.

Competencies:

14. Add new customers and jobs and edit the customer list.
15. Record cash sales.
16. Create invoices.
17. Record customer payments.
18. Record sales transactions.
19. Print a customer register.
20. Generate customer reports.

Outcome 5: Account for and report on vendor, purchase, and inventory transactions using QuickBooks®.

Competencies:

21. Add new vendors.
22. View and print the vendor list.
23. Create an items and services list.
24. Record purchase transactions.
25. Create purchase orders.
26. Receive items.
27. Receive bills.
28. Pay bills.
29. Pay sales tax.
30. Generate vendor reports.

Outcome 6: Account for and report on payroll using QuickBooks®.

Competencies:

31. Enter data using the time tracking feature.
32. Transfer time to sales invoices.
33. Process payroll
34. Pay payroll liabilities
35. Generate payroll reports.

Outcome 7: Create reports and graphs in QuickBooks®.

Competencies:

36. Print a trial balance.
37. Enter adjusting entries.

38. View and print the general ledger.
39. View and print financial statements.
40. Close the accounting period.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

- I. Tour of QuickBooks®
- II. Customizing QuickBooks and the Chart of Accounts
 - A. Passwords
 - B. Add, Edit, Delete Accounts
- III. Banking
 - A. Make Deposits
 - B. Write Checks
 - C. Reconcile Bank Statements
- IV. Customers and Sales
 - A. Edit Customer Information
 - B. Cash Sales
 - C. Credit Sales
- V. Vendors, Purchases, and Inventory
 - A. Credit Purchase Orders
 - B. Receive Items and Bills
 - C. Pay Bills
 - D. Pay Sales Tax
- VI. Employees and Payroll
 - A. Employee List
 - B. Time Tracking
 - C. Paychecks
- VII. Reports and Graphs
 - A. Trial Balance
 - B. Adjusting Entries
 - C. Financial Statement
- VIII. New Company Setup
- IX. Accounting for a Service Company
 - A. Record Purchase Transactions
 - B. Record Sales Transactions

- X. Merchandising Corporation: Sales, Purchases and Inventory
 - A. Creating Lists
 - B. Record Purchase and Sales Transactions
 - C. Adjusting Entries
 - D. Financial Reports

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

1. Explanation and illustration of the basic concepts presented in each chapter.
2. Discussion of the chapters.
3. Completion of questions, exercises and problems from the text.

Student Requirements

1. Attendance and class participation are essential to successfully complete the course.
2. It will be expected that the student will read the related material in the textbook as topics are covered.
3. Questions, exercises and projects will be assigned to be done by the student.
4. Pop quizzes may be given periodically.
6. Examinations over the course material will be administered.
7. The course grade will be determined by averaging grades on questions, exercises, projects, and exam scores.
8. Late submission of assignments or exams may result in a deduction of points.

GRADING SCALE

The grading scale will be as follows:

90%-100%	=A
80%-89%	=B
70%-79%	=C
60%-69%	=D
Less than 60%	=F

ASSESSMENT OF STUDENT GAIN

Pre-assessment ideally begins during the advisement and enrollment process with the advisor and/or instructor interviewing the student to determine the proper level of placement. During the first two weeks of a normal semester, students are observed and/or interviewed and assignments are examined to determine needed competency development. Post-assessment to determine gain in competency will be measured at the end of each unit of study.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

VOCATIONAL/CAREER COURSE DOCUMENTATION

This course is one course from the approved program in Career and Technical Education. It is taken by students preparing for accounting or bookkeeping positions, students in transfer programs, small business owners, and other business students.

ADVISORY COUNCIL INVOLVEMENT

The Business program maintains an advisory board for this career component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.