

COURSE OUTLINE

OXNARD COLLEGE

- I. Course Identification and Justification:
- A. Proposed course id: ACCT R110
Banner title: QuickBooks 1
Full title: QuickBooks 1
- Previous course id: ACCT R110
Banner title: QuickBooks 1
Full title: QuickBooks 1
- B. Reason(s) course is offered:
The course is offered to provide small businesses and entrepreneurs an introduction to accounting procedures and applications using QuickBooks software. This course also provides skill-builder training for bookkeepers, accounting clerks, and auditing clerks.
- C. Reason(s) for current outline revision:
Course MQ update to include BUS only, all other course items remain the same. The course was initially offered as an experimental course and upon consultation with the ACCT and BUS faculty it was determined this class, designed as a software training course, could be adequately taught with a BUS MQ.
- D. C-ID:
1. C-ID Descriptor:
2. C-ID Status: Not Applicable
- E. Co-listed as:
Current: None
Previous:
- II. Catalog Information:
- A. Units:
Current: 1.50
Previous: 1.50
- B. Course Hours:
1. In-Class Contact Hours:
Lecture: 17.5 Activity: 0 Lab: 26.25
2. Total In-Class Contact Hours: 43.75
3. Total Outside-of-Class Hours: 35
4. Total Student Learning Hours: 75.75
- C. Prerequisites, Corequisites, Advisories, and Limitations on Enrollment:
1. Prerequisites
Current:
Previous:

2. Corequisites
Current:
Previous:
3. Advisories:
Current:
BUS R001: Preparation for Accounting
Previous:
BUS R001: Preparation for Accounting
4. Limitations on Enrollment:
Current:
Previous:

D. Catalog description:
Current:
QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. This course also covers creation and operation of a detailed accounting system for new and existing businesses.
Previous, if different:

E. Fees:
Current: \$ None
Previous, if different: \$

F. Field trips:
Current:
Will be required: []
May be required: [X]
Will not be required: []

Previous, if different:
Will be required: []
May be required: []
Will not be required: []

G. Repeatability:
Current:
A - Not designed as repeatable
Previous:
A - Not designed as repeatable

H. Credit basis:
current:
Letter graded only [x]
Pass/no pass []
Student option []

Previous, if different:
Letter graded only []
Pass/no pass []
Student option []

- I. Credit by exam:
Current:
Petitions may be granted: []
Petitions will not be granted: [X]

Previous, if different:
Petitions may be granted: []
Petitions will not be granted: []

III. Course Objectives:

Upon successful completion of this course, the student should be able to:

- A. Apply introductory features using QuickBooks accounting software.
- B. Input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, etc.
- C. Prepare all primary financial statements.
- D. Perform steps to set up a company using QuickBooks.
- E. Prepare and format reports for use in making business decisions.

IV. Student Learning Outcomes:

- A. Students will be able to apply introductory business features using QuickBooks software.
- B. Students will be able to prepare various reports for businesses using QuickBooks software.
- C. Students will be able to perform steps to set up a company using QuickBooks.
- D. Students will be able to discuss the importance of ethics in the accounting process.

V. Course Content:

Topics to be covered include, but are not limited to:

- A. QuickBooks Navigation
 - 1. Home Page
 - 2. Icon Bar
 - 3. Menu Bar
- B. Introduction to QuickBooks
 - 1. Vendor
 - 2. Customer
 - 3. Inventory
- C. Introductory QuickBooks Features for Accountants
 - 1. Creation of a Company
 - 2. Banking
 - 3. Payroll
 - 4. Common Financial Reports

VI. Lab Content:

- A. Students will process accounting records
 - 1. Internal Use
 - 2. External Use
- B. Students will apply basic recording processes
 - 1. Recording
 - 2. Summarizing transactions
 - 3. Reporting information

- C. Students will practice Cash and Asset Control
 - 1. Business checking accounts
 - 2. Cash flow control
 - 3. Reconciliation
 - 4. Inventory

VII. Methods of Instruction:

Methods may include, but are not limited to:

- A. Instructor demonstrating examples of various business transactions with student participation promoted.
- B. Instructor guided discussions on QuickBooks software and computerized accounting.
- C. Instructor guided discussions of homework, quiz, and/or test questions.
- D. Instructor summarizations of various accounting topics using QuickBooks software.
- E. Instructor demonstrating techniques for solving company transaction postings and reporting.

VIII. Methods of Evaluation and Assignments:

- A. Methods of evaluation for degree-applicable courses:
 - Essays
 - Problem-solving assignments (Examples: Math-like problems, diagnosis & repair)
 - Physical skills demonstrations (Examples: Performing arts, equipment operation)

For any course, if "Essays" above is not checked, explain why.

- B. Typical graded assignments (methods of evaluation):
 - 1. Homework exercises, for example, creating a company and inputting a variety of business transactions.
 - 2. Critical thinking projects or classroom activities using QuickBooks software to solve simulated company applications related to both service and merchandising.
 - 3. Chapter quizzes and tests that evaluate course objectives.
- C. Typical outside of classroom assignments:
 - 1. Reading
 - a. Students must read detailed software instructions, and then use these procedures in a variety of hands-on, problem solving situations.
 - b. Students must read one or more current events of their choosing related to computers, accounting, or business in general.
 - 2. Writing
 - a. Students must prepare an analytical report of a current event related to computers, accounting, or business in general.
 - 3. Other
 - a. Problem Solving
 - i. Students must acquire a working knowledge of QuickBooks software and be able to use the program to analyze, process, and report financial information for businesses.
 - b. Skills Practice
 - i. Through a variety of exercises and problems, students practice accounting skills using QuickBooks software.

IX. Textbooks and Instructional Materials:

- A. Textbooks/Resources:
 - 1. Horne, James (2017). *QuickBooks Online Plus (2nd/e)*. Pearson.
- B. Other instructional materials:
 - 1. USB 3.0 Flash Drive, 2.0GB minimum or higher.

X. Minimum Qualifications and Additional Certifications:

- A. Minimum qualifications:
 - 1. Accounting (Masters Required)
 - 2. Business (Masters Required)
- B. Additional certifications:
 - 1. Description of certification requirement:
 - 2. Name of statute, regulation, or licensing/certification organization requiring this certification:

XI. Approval Dates

Curriculum Committee Approval Date: 10/10/2018

Board of Trustees Approval Date: 10/10/2018

State Approval Date:

Catalog Start Date: Fall 2019

XII. Distance Learning Appendix

A. Methods of Instruction

Methods may include, but are not limited to:

- 1. Regular, effective contact can be achieved through use of the district provided CMS's email and messaging system, telephone contact, synchronous chats, asynchronous discussions, orientations, assignments with timely feedback, and other relevant synchronous and asynchronous technologies which encourage faculty and student interaction, Methods of instruction may include live discussions using CCC Confer or video conferencing (such as Skype), live and archived faculty presentations (e.g., PowerPoints, PDFs, lectures, and multi-media) coupled with asynchronous student questions to the instructor, social media (e.g., podcasts, wikis, blogs, and online videos), animation, virtual office hours, weekly announcements, workshops, group and individual meetings, supplemental sessions for review and study, and virtual field trips with follow up discussions, among others.

B. Information Transfer

Methods may include, but are not limited to:

- 1. Course announcements
- 2. Discussion boards
- 3. E-Mail
- 4. Instructor-provided online materials
- 5. Modules on the LMS
- 6. Podcasts/webinars/screencasts
- 7. Textbooks

