

OAKTON COMMUNITY COLLEGE
GENERIC COURSE SYLLABUS

<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Name</u>	<u>Credit</u>	<u>Lecture</u>	<u>Lab</u>
ACC	173	Accounting with QuickBooks I	1	1	0

Fee: \$10

II. Prerequisite:

Recommended: ACC 153 or basic accounting knowledge

III. Course (Catalog) Description:

Course introduces QuickBooks software. Topics include setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.

IV. Learning Objectives:

Students will learn the basic procedures and menus relating to the following topics:

- A. Chart of Accounts and General Ledger
- B. Expenses and Accounts Payable
- C. Sales and Accounts Receivable
- D. Financial Statements and Other Reports

V. Academic Integrity:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,
- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

VI. Outline of Topics:

- In Example

- A. QuickBooks Menus
- B. Expenses, Payables, Check Writing
- C. Sales, Receivables, Cash Receipts
- D. General Journal Entries
- E. Financial Reporting

VII. Methods of Instruction:

- In Example -

- A. Lecture and Discussion
- B. Demonstration/Working Problems on Computer
- C. Working Problems
- D. Case Discussion

VIII. Course Practices Required:

Students must perform on a college level in reading, writing, computer application and oral presentation.

IX. Instructional Materials:

- In Example -

Text: Quick Books Pro 2005, Villani and Rosa, EMC Paradigm Publishing Co., 2005.*

**Please consult with your individual instructor before purchasing any textbook as price and editions may change after this posting.*

X. Methods of Evaluating Student Progress:

- In Example -

Weekly Projects	200 points
Final Exam	200 points

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

XI. Other Course Information:

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Effective beginning term Spring 2008 ending term _____
(term year) (term year)

Syllabus prepared by: Jay Cohen Date: 1/10/08

Reviewed by Dept/Program chair: Jay Cohen Date: 1/10/08

Approved by Dean: Bradley P. Wooten Date: January 2008