



MASTER COURSE OUTLINE

A. ACCT1022 QuickBooks™ Certification Training

B. COURSE DESCRIPTION:

This course covers basic use of QuickBooks™ software for the purposes of preparation for the Certified QuickBooks™ User exam. QuickBooks is used not only to compile transaction data but also to generate basic financial reports. This course is a component of the Associate of Applied Science (AAS) degree in accounting, which is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). Pre-requisites: BUSO1620, BUSA1060, basic microcomputer competency, or instructor approval.
(3 Cr – 3 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Accounting principles and concepts using QuickBooks™
- Accounting principles and concepts for service businesses
- Accounting principles and concepts for merchandising businesses
- QuickBooks™ general ledger and data files
- Backing up and restoring QuickBooks™ data
- Exporting QuickBooks™ data to Excel or other applications

E. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
** <u>Critical Thinking</u>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. set up an accounting system pursuant to rules and procedures applicable to QuickBooks™
<u>CS</u>	convert accounting data files created in QuickBooks™ to other applications.	1. export data files created in QuickBooks™ to Excel™.
<u>CS</u>	understand accounting principles and concepts through QuickBooks™.	1. apply accounting principles by solving problems utilizing QuickBooks™.
<u>CS</u>	apply accounting principles and concepts for merchandising, manufacturing, and service companies using QuickBooks™,	1. perform accounting general ledger data entry and analysis.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION: Course Code D /Class Maximum 30; Letter grade

Revision date: 2/27/18

AASC Approval date: 3/6/18

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.