

Contact Information

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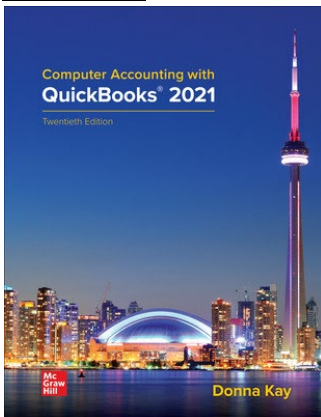
**Course Description**

This course is designed for MBU students who as future small business owners will need to perform various accounting-related functions from an operational perspective. Utilizing a hands-on tutorial approach, students learn the accounting cycle through a popular small business accounting software package. Realistic, virtual company examples are utilized to enhance the student's comprehension of accounting. Students will learn how to set up a chart of accounts, perform banking functions and reconcile accounts, payroll, cut purchase orders, manage inventories, pay vendors, and generate financial statements through the accounting software.

**Course Objectives/Learning Outcomes**

- Describe the basic components of the computerized software.
- Describe company set-up procedures
- Describe the typical transactions within the revenue and cash disbursement cycles
- Identify the month-end and year-end closing steps
- Identify the types of reports that may be generated from the software

**Course Text**



Computer Accounting Using QuickBooks 2021 with Software CD, 20th Edition

Donna Kay 20<sup>th</sup> Ed

McGraw-Hill

ISBN 13: 9781259917004

## **Coursework Requirements and Assessment**

This course is presented via electronic Canvas. **There are no tests, quizzes or exams.** Each student will work individually, in accordance with the course outline. A stable connection to the Internet is required. The coursework is broken down into learning modules that include chapter text readings, and step-by-step instructions on providing a foundation to produce financial statements and management reports in Quickbooks.

Coursework is to be completed in accordance with the Course Outline at the end of this document. Failure to submit work in accordance with the Course Outline may result in reduced credit or no credit. Following is a description of points for each category:

Description	Blackboard Section Location	Percent
Discussion Question Posts	Discussion Board	5%
Project	Learning Modules	95%
Total		100%

### **Discussion Board Posts**

Discussion board posts include interaction with members of your class and instructor. If you have a question regarding coursework that is to be submitted, utilizing the Discussion Board to ask your question is helpful for other class members and enhances everyone's learning process.

### **Project**

This project covers the material studied over the semester.

The grading scale is as follows:

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	60-66
B+	87-89	C	73-76	F	Below 60
B	83-86	C-	70-72		

### **Extended Time ("ET") Policy**

ETs are permitted; however, 50% of the coursework must be completed prior to the request. The student must e-mail the instructor with a copy to their advisor prior to the coursework deadline as identified above for permission to extend the course. The instructor will review the circumstance and assuming approval is granted, e-mail approval back to the student with a copy to the advisor.

### **Honor Code**

Students must abide by the MBU Honor System for all submitted coursework.

