

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE  
COURSE OUTLINE**

DEPT. SBM

COURSE NO. SBMT2600

NUMBER OF CREDITS: 1/2

COURSE TITLE: Introduction to Quickbooks® Accounting Software

CATALOG DESCRIPTION: This course introduces and demonstrates how Quickbooks® Accounting Software can be used in a small business. The course is designed for students actively engaging in the ownership and/or management of a small business or new business start-up.

AUDIENCE: Small Business Owners & Managers

FULFILLS MN TRANSFER CURRICULUM AREA(S): N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:

Every other year ☐ fall ☐ spring ☐ summer ☐ undetermined X

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:

- a. Examine the software specifications, capabilities and limitations
- b. Identify how software can be implemented into the business
- c. Examine customer, vendor, payroll, checking, and reporting features
- d. Examine software chart of accounts, lists, and reports as they apply to a small business

2) THINKING SKILLS:

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

- 1) Accounting software

## LIST OF EXPECTED COURSE OUTCOMES:

1) See above

### LEARNING/TEACHING TECHNIQUES used in the course are:

- |  |   |
|--|---|
| <input type="checkbox"/> Collaborative Learning    | <input checked="" type="checkbox"/> Problem Solving     |
| <input type="checkbox"/> Student Presentations     | <input type="checkbox"/> Interactive Lectures           |
| <input type="checkbox"/> Creative Projects         | <input checked="" type="checkbox"/> Individual Coaching |
| <input checked="" type="checkbox"/> Lecture        | <input type="checkbox"/> Films/Videos/Slides            |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below)         |
| <input type="checkbox"/> Lab                       |   |

### ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Reading                | <input type="checkbox"/> Tests      | <input checked="" type="checkbox"/> Individual Projects |
| <input type="checkbox"/> Oral Presentations     | <input type="checkbox"/> Worksheets | <input type="checkbox"/> Collaborative Projects         |
| <input type="checkbox"/> Textbook Problems      | <input type="checkbox"/> Papers     | <input type="checkbox"/> Portfolio                      |
| <input type="checkbox"/> Group Problems         | <input type="checkbox"/> Term Paper |   |
| <input type="checkbox"/> Other (describe below) |                                     |   |

### EXPECTED STUDENT LEARNING OUTCOMES: See above

**The information in this course outline is subject to revision**

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

**This document is available in alternative formats to individuals with disabilities by contacting the  
Student Services Advisor or by calling 800-658-2330 or  
Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.**

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