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:

☐ Collaborative Learning       X Problem Solving
☐ Student Presentations        X Interactive Lectures
☐ Creative Projects            X Individual Coaching
X Lecture                      ☐ Films/Videos/Slides
X Demonstrations               ☐ Other (describe below)
☐ Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

☐ Reading                       ☐ Tests                       X Individual Projects
☐ Oral Presentations            ☐ Worksheets                  ☐ Collaborative Projects
☐ Textbook Problems             ☐ Papers                      ☐ Portfolio
☐ Group Problems                ☐ Term Paper
☐ 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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