



Course Syllabus
SEMESTER
School of Business, Hospitality Management and Public Safety

<i>Course Name:</i>	Quickbooks
<i>Course & Section Number:</i>	ACC 239-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	3
<i>Contact Hours:</i>	3
<i>Instructor's Name:</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:</i>	
<i>Additional Contact Information:</i>	

Please use only Owens' email for course communications. Include your course section in the subject line (ex. ACC 239-XXX).

Course Materials:

This course uses Inclusive Access, you will receive a digital e-book as part of your course fee. See IA info below.

Inclusive Access (I.A.) Materials Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of

class, if not before, with the subject line, “Your inclusive Access Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

Technology, Lab, and File Requirements:

You will need access to a computer, reliable Internet connection, and the capability to create Microsoft Word documents.

Software: You will have access to QuickBooks Online software for one year.

Hardware: Minimum 2 GHz processor (2.4 GHz recommended), Minimum 1 GB of RAM, 2.5 GB+ hard disk space, 4x CD-ROM/DVD-ROM drive. You may use a PC or MAC.

What You Will Learn in the Course

Course Objectives:**This course will:**

1. Introduce students to QuickBooks commercial accounting software.
2. Provide students hands-on experience performing accounting activities in a software environment, including general ledger, receivables, payables, inventory, payroll, and reports.

Student Learning Outcomes:**Students will:**

Outcome	Where Assessed
1. Load, Open, Close Back Up & Restore Company Data Files	Exercises, Projects and Final Project
2. Understand, review, and reconcile General Ledger Accounts	Exercises, Projects and Final Project
3. Post & correct basic & compound journal entries	Exercises, Projects and Final Project
4. Record and correct sales invoices, customer payments, customer discounts, and credits	Exercises, Projects and Final Project
5. Record & correct purchase orders & assign purchases to jobs	Exercises, Projects and Final Project
6. Record vendor bills & receipts, pay vendors & write checks	Exercises, Projects and Final Project
7. Record employee time, print time reports, pay hourly & salaried employees, and remit payroll taxes.	Exercises, Projects and Final Project

Outcome	Where Assessed
8. Analyze transactions, post adjustments, and reconcile bank accounts	Exercises, Projects and Final Project
9. Prepare, view, print, and export financial statements and reports	Exercises, Projects and Final Project

Program Outcomes:

The following program outcome is assessed in this course for Accounting Technology.

Outcome	Where Assessed
2. Communicate accounting and financial information orally, in writing and with computer technologies.	Final Project

The following program outcome is assessed in this course for Entrepreneurship Technology.

Outcome	Where Assessed
6. Demonstrate the computer and technology skills to support managing a small business.	Final Project

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Final Project

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

***Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [4-17-Policy-Anti-Discrimination-Harassment.pdf](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC

students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- Assignment submissions and late work: Students are to be familiar with the assignment calendar and submit homework on time. If you are unable to complete an assignment on time, please contact me prior to or within 48 hours of the due date to discuss options to submit late work. I understand that occasionally something comes up that makes it difficult to submit on time. Frequent late work will result in reduced credit for that assignment.
- Contacting the instructor: Please use your Owens student email and include your course number and section in the subject line of the email so I know you are a student and which class you are taking. I expect questions and that's okay. Don't hesitate! Reach out when you need to.
- Online courses: Communication is very important. The instructor will communicate with you by email and/or Blackboard announcements. It is the student's responsibility to log in to the Blackboard shell frequently (suggested 3-5 times/week) and check email daily.

Unless I am told otherwise, I will assume that you understand everything said on the Blackboard shell and through online chats or emails. If you don't understand something, or if you don't understand why we are approaching our materials in the way we are, please ask. Sometimes the best thing you can say is "I am not following this idea, or I have no idea where to begin with this essay. If you are overwhelmed, tell me. I can't help if I don't know. So, take things in little, but frequent steps and the whole semester will be over before you know it!

Contact the Owens Help Desk (567) 661-7120 if you are experiencing technical issues with your user-name and/or password or having navigational issues in Blackboard.

Instructor Responsibilities:

- Grading assignments: Assignments that are submitted by the due date will be graded and returned/recorded in the grade center within 1 week. Assignments that are submitted after the due date may take up to 2 weeks before I am able to grade it.

- Answering emails: I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends. I check my email several times a day. I will post on the Announcements on Blackboard, if I am not going to be able to check my email for extended periods of time during a day or days.)
- Please see Office Hours for my availability.

Classroom Environment: Respectful communication: Our classroom is a safe space. Faculty and students show respect for each other in class, discussion boards and all communication.

How Grades are Determined and Major Assignments:

Assignments	Points	Student Learning Outcome
Smart Book Exercises (SB) 10 @ 5pts. each	50	1-9
Practice Quizzes 10 @ 5 pts. each	50	1-9
Exercises 10 @ 25 pts. each	250	1-9
Projects 10 @ 25 pts. each	250	1-9
Final Project	100	1-9
Total Points	700	1-9

Points	Percentage	Grade
700-630	90-100%	A
629-560	80-89%	B
559-490	70-79%	C
489-420	60-69%	D
Below 420	Below 60%	F

Important Dates to Remember (for 16-week classes): SEMESTER

DATE	Semester Begins
DATE	Last day to ADD 16 week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Last Day of Classes
DATE	Exam Week
DATE	Last Day to Drop
DATE	Commencement

Assignment Calendar

	Reading & Study Topics	Graded Assignments
Week 1	Access your textbook! Login to Blackboard! Course Introduction Explore the Blackboard site. Read/download the information under the Content and Syllabus/Info links. QuickBooks Online - Connect	Due DATE Become familiar with our course, especially with the Content tab. Introduce yourself on Introductory Discussion Board Create your student account with Intuit. Quickbooks Orientation Parts I and II Obtain your free QBO access
Week 2	CH 1 QuickBooks Online Navigation and Settings	Due DATE Start Here CH 1: Smart Book Practice Quiz Exercise Project
Week 3	CH 2 Chart of Accounts	Due DATE CH 2: Smart Book Practice Quiz Exercise Project
Week 4	CH 3 Transactions	Due DATE CH 3: Smart Book Practice Quiz Exercise Project

Week 5	Catch Up	Due DATE Resubmit any past due work
Week 6	CH 4 Banking	Due DATE CH 4: Smart Book Practice Quiz Exercise Project
Week 7	CH 5 Customers and Sales	Due DATE CH 5: Smart Book Practice Quiz Exercise Project
Week 8	CH 6 Vendors and Expenses	Due DATE CH 6: Smart Book Practice Quiz Exercise Project
Week 9	TBD	
Week 10	CH 7 Inventory	Due DATE CH 7: Smart Book Practice Quiz Exercise Project

Week 11	CH 8 Employees and Payroll	Due DATE CH 8: Smart Book Practice Quiz Exercise Project
Week 12	CH 9 Adjustments	Due DATE CH 9: Smart Book Practice Quiz Exercise Project
Week 13	CH 10 Reports	Due DATE CH 10: Smart Book Practice Quiz Exercise Project
Weeks 14-15	Read/Complete Final Project CH 11	Due DATE Complete all parts of final project.
Week 16	Final's Week	DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.