8/25/2025 DATE

☑ REQUIRED COURSE
☐ ELECTIVE COURSE

BUS DIVISION

☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	BUS-099	**TITLE:** *(30 Characters Max)*	Computerized Accounting								
SEM CR HRS:	3.0	**Lecture:**	3.0	**Lab:**	0.0	**ICCB Lab:**	0.0	**ECH:**	3.0		
Course Level:	☐ Gen Ed/IAI ☐ Baccalaureate/Non-IAI ☑ Career/Technical ☐ Dev Ed/Not in Degree Audit			**Clinical Practicum:**	0.0	**Work-based Learning:**	0.0	**WBL ECH:**	0.0		
Course PCS & CIP:	12 - 52.0302	**IAI Code:**	N/A	**Contact Hours (Minutes/Week)**							
Repeatable (Y/N):		**Pass/Fail (Y/N):**		**Variable Credit (Y/N):**		**Min:**		**Max:**		**16 Wks**	150	**8 Wks**	300
Prerequisites:	BUS-095 or BUS-151										
Corequisites:	None										
Catalog Description: (40 Word Limit)	A capstone course that reinforces financial accounting concepts and procedures through the use of personal computers and popular commercial software. A comprehensive study of computerized accounting systems in both service and merchandising environments.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Introduction to QuickBooks Online using a sample company	2			
An overview of QuickBooks Online	3			
Setting up a new company	5			
Sales and cash receipts	5			
Purchases and cash payments	5			
Investing and financing activities	5			
Payroll	5			
Budgets and bank reconciliations	5			
Analysis and recording of adjusting entries	5			
Financial statements and reports	5			
TOTAL	45	0	0	0

EVALUATION							
QUIZZES	☐	**EXAMS**	☐	**ORAL PRES**	☐	**PAPERS**	☐
LAB WORK	☐	**PROJECTS**	☑	**COMP FINAL**	☐	**OTHER**	☐

COURSE MATERIALS		
TITLE:	QuickBooks Online for Accounting	
AUTHOR:	Glenn Owen	
PUBLISHER:	Cengage	
VOLUME/EDITION/URL:	8th edition	
COPYRIGHT DATE:	2025	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Introduction to QuickBooks Online using a sample company	2	1. Describe the basic features of QuickBooks using a sample company. 2. Locate QuickBooks reports.
An overview of QuickBooks Online	3	1. Identify the basic features of QuickBooks Online (QBO). 2. Dramatize a QBO company, open the company created by the student and provide information to QBO about the company. 3. Describe the QBO Dashboard and use QBO's help feature.

Setting up a new company	5	1. Demonstrate various activities in setting up a new company. 2. Compute, print and export a transaction detail by account report. 3. Employ different methods to revise a company.
Sales and cash receipts	5	1. Complete accounting activities for sales and cash receipts. 2. Produce reports for sales and cash receipts. 3. Demonstrate correcting errors. 4. Produce trial balance and transaction detail by account reports.
Purchases and cash payments	5	1. Complete accounting activities for purchase and cash payments. 2. Produce reports for purchases and cash payments. 3. Demonstrate correcting errors. 4. Produce a trial balance.
Investing and financing activities	5	1. Complete accounting activities for investing and financial activities. 2. Produce reports for investing and financial activities. 3. Demonstrate dividend payments.
Payroll	5	1. Complete accounting activities for payroll. 2. Produce reports for payroll. 3. Describe the steps necessary to calculate payroll.
Budgets and bank reconciliations	5	1. Report budget amounts. 2. Discuss Profit and Loss budget reports. 3. Reconcile a checking account.
Analysis and recording of adjusting entries	5	1. Demonstrate an unadjusted trial balance. 2. Complete adjusting entries for the following: prepaid expenses, accrued expenses, unearned revenue, accrued revenue and depreciation.
Financial statements and reports	5	1. Complete an income statement, a balance sheet and a statement of cash flows. 2. Produce an accounts receivable aging summary, an accounts payable aging summary and an inventory valuation summary. 3. Classify and save reports.
	45	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Accounting Cycle QB	Complete the activities involved in an accounting cycle using QuickBooks online for a service business.
Course Outcome 2	Act Cyc QB Business	Complete the activities involved in an accounting cycle using QuickBooks online for a retail/manufacturing business.
Course Outcome 3	Budget Report	Demonstrate budget reports.
Primary Laker Learning Competency	Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools.	
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*