

**Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703-4018**

Master Syllabus

Course Number: ACCT 228
Course Name: QuickBooks Accounting
Credits: 3
Contact Hours: 1 lecture; 2 lab; 3 unsupervised lab

Course Description: This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by business.

Prerequisites: ACCT 120 or approval of instructor

Textbooks: <http://bookstore.wdt.edu>

Materials: Laptop computer

Student Learning Outcomes:

- Prepare accounting transactions using QuickBooks
- Manage revenues by setting up invoices and receiving payments from customers
- Complete payroll activities
- Setup inventory records to monitor inventory flows using QuickBooks

Assessment: Students' analytical skills, technology skills, life skills, communications skills, teamwork techniques, social values, and employability will be assessed throughout this course.

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