



Northeast Alabama Community College
Curriculum Committee
Minutes

July 11, 2017

Meeting: The Curriculum Committee held a meeting on Tuesday, July 11, 2017 at 2:00 p.m.

Present: Angie Stewart, Rodney Land, Chair, Olivia Dodd, Secretary, Dr. Julia Everett, Rob Woodall, Dr. Joe Burke, Chad Gorham, Brad Fricks

Also Present: Keith McBride

Not Present: Jane Hopson, Shelia Barnes, Haley Johnson, Dr. Mike Kennamer, Dr. Eric Campbell, Greg Millican, Joan Reeves, Sherry Whitten, Sherie Grace

Chair Rodney Land called the meeting to order.

Old Business: The committee reviewed the minutes from June 15, 2017. Ms. Angie Stewart made a motion to approve the minutes; Mr. Rob Woodall seconded the motion. All members present voted in favor of the motion.

New Business:

Ms. Stewart presented a new Reverse Transfer Guide to aid the college in approving reverse transfer (see addendum). Ms. Stewart stated that the guide was concise and efficient. Mr. Chad Gorham made a motion to approve the Reverse Transfer Guide; Dr. Joe Burke seconded the motion.

On behalf of Dr. Mike Kennamer, Mr. Land presented the IST-Mechanical Maintenance Option AAS and Certificate program for reinstatement into the catalog. Mr. Land stated that this certificate program was approved in 2008 but later removed from the catalog, but remained in the curriculum. Dr. Kennamer just wants it added back to the catalog. Mr. Rob Woodall made a motion to add the program to the catalog as long as it is in the AS400 system; Mr. Chad Gorham seconded the motion. All members present voted in favor of the motion.

Mr. Keith McBride presented an *Application for Addition to the Curriculum* for BUS 245. He explained that the course is currently being taught as BUS 246, but he would like to add BUS 245 because the course name contains a popular business accounting program that students will recognize. Ms. Stewart made a motion to approve the course; Dr. Julia Everett seconded the motion. All members present voted in favor of the motion.

Mr. Land presented changes to the Pre-Veterinary Transfer Guide (see addendum). Ms. Stewart made a motion to approve the changes; Mr. Woodall seconded the motion. All members present voted in favor of the motion.

With no other business to discuss, Mr. Land adjourned the meeting at 2:30 p.m.



Northeast Alabama Community College

Application for Additions to the Curriculum

- Directions:
- (1) Save this form to your computer as a Word document (.doc extension).
 - (2) Submit the completed form via e-mail to your division director, with a copy e-mailed to the Office of Institutional Planning and Assessment (doddo@nacc.edu).
 - (3) Submit a signed print copy to your division director.
 - (4) Attach a copy of the course syllabus.

Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number Course title
BUS 245 Accounting with Quickbooks
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
This course will prepare students to enter the workforce with knowledge of one of the leading small business accounting software packages in the industry.
3. Give justification for offering this course at Northeast Alabama Community College.
This course incorporates "Quickbooks" into the course, thus allowing employers to readily know that the student has experience with the current popular software.
4. Is this a transfer course? It depends on the school to which the student is transferring.

If so, what is the AGSC Transfer Code Designation (A, B, or C)? C
5. Into what degree or certificate program(s) will this course fit? AAS- Business Mgt & Supervision and AAS-OAD, and if accepted by the four-year school AS-Business
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
7. Is this course listed in the Alabama College System Course Directory? Yes
If so, please attach a copy of the ACS directory listing.
8. Provide the course description.
This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed assets and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.
9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. NO
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary. AAS Business Mgt and Supervision, AS Business (if accepted by transfer institution) and AAS OAD

Submitted by Keith McBride Date June 28, 2017

Endorsed by Haley Johnson Date 7/12/2017
Instructor
Division Director or Director of Workforce Development

Approved by Ruby C. Lind Date 7/12/2017
Curriculum Committee Chair

*Approved by Joe Bauhe Date 7-12-17
Vice President/Dean of Instruction

*Final approval of any course rests with the Vice President/Dean of Instruction.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
BUS	245	ACCOUNTING WITH QUICKBOOKS	3	0	3
Course Description				Updated	3/1/17
<p>PREREQUISITE: As required by college. COREQUISITES: As required by college.</p> <p>This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.</p>					

SYLLABUS

BUS 245

Accounting with QuickBooks

3 Semester Credit Hours - C

3 Contact Hours

Course Description:

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.

Course Textbook, Manuals, or Other Required Materials:

Owen, Glenn, *QuickBooks Online for Accounting*, Cengage, 2017

Prerequisite/Co-requisite:

BUS 241 Principles of Accounting I

Course Learning Outcomes:

- A. The student will learn to analyze and record business transactions using the QuickBooks accounting software program. These transactions include: payments to vendors, cash sales, sales on account, purchases of merchandise, receipt of payments, and the purchase, sale, and depreciation of capital assets.
- B. The student will develop skills to prepare and interpret a company's financial statements.
- C. The student will learn to record payroll activities using QuickBooks accounting software program. These include: Setting up and maintain employee withholding tax information, paying salaried and hourly employees, reporting and paying payroll taxes, and preparing and issuing year end W-2 and 1099 forms.
- D. The student will learn methods to find and correct recording errors that have been made in the various journals and ledgers of the software program.

Outline of Course Topics:

- A. Preparing Balance Sheets, Income Statements, and Statement of Cash Flows using QuickBooks
- B. Creating supporting reports to help make business decisions

- C. Setting up a business's computerized accounting system using QuickBooks
- D. Entries for a cash oriented business
- E. Making period ending adjusting entries
- F. Budgeting
- G. Customized financial statements and reports
- H. Payroll and payroll taxes

Methods of Instruction

Interactive Lectures

Hands on classroom assignments using a computerized accounting software program

Practice sets using the accounting software

Evaluation and Assessment

A. Course Grade Assessment

- 1. Exams
- 2. Projects
- 3. Final Exam
- 4. Grade policy
 - a. A = 90-100
 - b. B = 80-89
 - c. C = 70-79
 - d. D = 60-69
 - e. F = 0-59

B. Departmental Assessment of Learning Outcomes

- 1. Mastery of the analyzation and recording of business transactions will be measured by the use of selected test questions. The student will demonstrate proficiency by answering with 90% accuracy
- 2. Mastery of skills necessary to prepare and interpret a company's financial statements will be measured by the use of selected exam questions. The student will demonstrate proficiency by answering these items with 90% accuracy.
- 3. Mastery the student's ability to perform payroll functions will be measured by an assigned practice problem. Proficiency will be demonstrated by completing this assignment with 90% accuracy.
- 4. Mastery of recognizing and correcting errors in data entry will be assessed through the use of selected test items. The student will demonstrate proficiency by answering these items with 90% accuracy.

C. Use of Assessment Findings

During the Fall In-service of the year following the scheduled review of BUS 245, a committee will review all course assessment materials submitted by the instructors and division chair. The committee will send a report of any recommended curriculum changes to the division chair that will then submit them to the Curriculum Committee; a copy will be filed with the Office of Instructional Effectiveness

Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education Policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Statement of Adherence to ADA guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504 of the Rehabilitation Act (1973)* and will publish the following statements on Course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *Americans with Disabilities Act* and/or *Section 504 of the Rehabilitation Act (1973)* should notify the instructor immediately."

Curriculum Committee--AGENDA
July 11, 2017
2:00 pm

- I. Old Business:

Minutes from 6/15/2017

- II. Reverse Transfer Guide.....Angie Stewart

- III. Reinstatement of Program to Catalog:

IST-Mechanical Maintenance Option, AAS & Certificate.....Dr. Mike Kenamer

- IV. Application for Addition to Curriculum:

BUS 245.....Keith McBride

- V. Catalog/Transfer Guide Change- Pre-Vet.....Rodney Land

- VI. Other Business

*Next meeting: Thursday, August 3 @ 2:30 pm

(Adjourn)

Transfer Guide

Pre-Veterinary Medicine

Attention: Students who complete the courses listed on the following transfer guide can receive the Associate in Science degree.

Area I: Written Composition (6 hours total)

Courses	Courses Taken	Hours Earned
ENG 101, 102 (6 hrs)		

→CHANGE AREA II TO TRADITIONAL ELECTIVES:

Area II: Humanities and Fine Arts (12 hours total)

Courses	Courses Taken	Hours Earned
Literature (6 hrs) Choose from ENG 251, 252; 261, 262; or 271, 272		
SPH 107 (3 hrs)		
Fine Arts Elective (3 hrs)** Choose from ART 100, 203, 204; MUS 101; THR 120, 126		

Area III: Natural Sciences and Mathematics (11 hours total)

Courses	Courses Taken	Hours Earned
MTH 113 (3 hrs)		
CHM 111, 112 (8 hrs)		

→CHANGE AREA IV TO TRADITIONAL ELECTIVES:

Area IV: History, Social, and Behavioral Sciences (12 hours total)

Courses	Courses Taken	Hours Earned
HIS 101, 102 (6 hrs)		
Social and Behavioral Sciences (3 hrs)** Choose from GEO 100; PSY 200; SOC 200		
ECO 232 (3 hrs)		

Area V: Pre-Professional, Major, and Elective Courses (19-23 hours total)

Courses	Courses Taken	Hours Earned
CIS 130 or 146 (3 hrs)**		
Choose 16-20 hrs from: BIO 103, 104; CHM 221, 222		
MTH 125 (4 hrs)*		

*MTH 113 or appropriate placement scores are prerequisites for MTH 125.

**Student is responsible for consulting and following STARS transfer guide: <http://stars.troy.edu>.

Total Hours Required: 60-64

Student Name:	Signature of Advisor:
Student Number:	
Transferring to:	
Transfer Guide dated:	
Total Earned:	
Date Completed:	Last updated made to this form: July 2015
Date Checked:	