|  |  |  |
| --- | --- | --- |
| **Approved Date:** |  | **Philadelphia University** |
| **Issue:1** | **Faculty: Business** |
| **Credit Hours: 3 Hours** | **Department: Accounting** |
| **Bachler: Accounting** | **Course Syllabus** | **Academic Year:2023-2024** |

**Course Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisite** | | **Course Title** | | **Course No.** |
| **Complete 90 hours** | | **Computer applications in accounting** | | 0311471 |
| **Room No.** | **Class Time** | | **Course Type** | |
| lab 32103 | Sunday  9:45-11  Tuseday  9:45-11 | | University Requirement Faculty Requirement   * Major Requirement  Elective  **Compulsory** | |

**Instructure Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E-mail** | **Office Hours** | **Phone No.** | **Office No.** | **Name** |
| rairout@philadelphia.edu.jo | 12:00-13:00  Sun.,Tue.  11:00-12:45  Mon.,Wend. | 06-4799000-32314 | 31307 | Dr. Rana Airout |

**Course Delivery Method**

|  |  |  |  |
| --- | --- | --- | --- |
| **Blended Online Physical** | | | |
| **Learning Model** | | | |
| **Physical** | **Asynchronous** | **Synchronous** | **Percentage** |
| **100%** |  |  |

**Course Description**

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| --- |
| This course covers the QuickBooks application and covers the following topics: the chart of accounts for customers, workers, and vendors; managing items; sales tax; payment processing; refund processing; bill entry and payment. Bank accounts; reporting; payroll; credit card accounts; and general journal entries. |

**Course Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **Corresponding Program Outcomes** | **Outcome** | **Number** |
| **Knowledge** | | |
| **Kp1** | Preparing and analyzing basic financial statements using Quickbooks | **K1** |
| **Kp2** | Calculating the break-even point and preparing estimated budgets using Quickbooks. | **K2** |
| **Kp3** | Calculation of statistical samples and audit risk using Quickbooks. | **K3** |
| **Kp4** | Apply tax rates for individuals and companies using Quickbooks. | **K4** |
| **Kp5** | Evaluating financial reports and their impact on business continuity for companies | **K5** |
| **Skills** | | |
| **Sp2** | Use Quickbooks to collect, analyze and display data and results | **S2** |
| **Sp3** | Using critical and qualitative thinking skills in addressing in-depth questions specific to Quickbooks | **S3** |
| **Competencies** | | |
| **Cp1** | Assist decision makers in making decisions based on the preparation of financial statements through Quickbooks | **C1** |
| **Cp2** | Develop Quickbooks professional skills in order to gain from it after the student's graduation. | **C2** |
| **Cp3** | Collaborative work among students through practical tasks | **C3** |

**Learning Resources**

|  |  |
| --- | --- |
| Mastering Quickbooks Guide, Alnada company, 2022 | **Course Textbook** |
| -Accounting for Small Business Owners + Quickbooks Software, [David Yosco](https://www.google.com/search?sa=X&biw=1366&bih=600&tbm=bks&sxsrf=AJOqlzXR0jH4FMux0ugngN6xmOyU41oZzA:1677879883466&tbm=bks&q=inauthor:%22David+Yosco%22&ved=2ahUKEwia37fT3cD9AhUvTaQEHTP2AZkQ9Ah6BAgHEAU), 2021.  - Using QuickBooks Online for Accounting,[Glenn Owen](https://www.google.com/search?sa=X&biw=1366&bih=600&tbm=bks&sxsrf=AJOqlzXR0jH4FMux0ugngN6xmOyU41oZzA:1677879883466&tbm=bks&q=inauthor:%22Glenn+Owen%22&ved=2ahUKEwia37fT3cD9AhUvTaQEHTP2AZkQ9Ah6BAgFEAU) ,2021. | **Supporting References** |
| Quickbooks microsoft | **Supporting Websites** |
| **Classroom**  **laboratory Learning Platform Other** | **Teaching Environment** |

**Meetings and Subjects Time Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Material** | **Task** | **Learning Method\*** | **Topic** | **Week** |
| Accreditation policies related to the student, the study plan  course book: Chapter 1 |  | lecture | Explanation of the college’s vision and mission, the plan, objectives and outcomes of subject learning, the application of quality assurance standards and accreditation policies, and the college’s participation in the national accreditation program.  \*Introduction to Quickbooks and its importance in business organizations.  Create and save workbooks.  - Dealing with commands to change | 1 |
| course book: Chapter 1 | ------------- | Interactive lecture, discussions and solve practical case | Starting Issue new company  -Express Start | 2 |
| course book  Chapter 2 | ------------ | Interactive lecture, discussions and solve practical case | Financial Statement  -Account Types  -Add Accounts and subaccounts | 3 |
| course book: chapter2, | ------------- | Interactive lecture, discussions and solve practical case | -General Journal Entries  -Add Items  -Report of Items | 4 |
| course book  chapter 3 | Quiz | Interactive lecture, discussions and solve practical case | - Add customer and vendor  -Add jobs | 5 |
| course book  chapter 3 | ------------- |  | - Recording sales  -Invoice  -Income Trackers | 6 |
| course book  chapter 3 | Home work | Interactive lecture, discussions and solve practical case | -Sales Receipts  -Make Deposits | 7 |
| course book  chapter 3 | ------------ | Interactive lecture, discussions and solve practical case | - prepare Worksheet | 8 |
| course book  chapter 3 | ------------------ | Interactive lecture, discussions and solve practical case | -Write Check  -Credit Memos | 9 |
| course book  chapter 4 | Mid Term Exam | Interactive lecture, discussions and solve practical case | -Bank Reconcile | 10 |
| course book  chapter 4 | --------------- | Interactive lecture, discussions and solve practical case | - Payroll Setup  - Add Employees | 11 |
| course book chapter 4 | ----------------- | Interactive lecture, discussions and solve practical case | -Use Excel For depreciation  -Make Depreciation Entries | 12 |
| course book  chapter 5,  The website of the Securities Depository Center | Home Work | Interactive lecture, discussions and solve practical case | -Pay Liabilities and Taxs | 13 |
| course book  chapter 6 | ---------------- | Interactive lecture, discussions and solve practical case | - Issue Income statement and balance sheet reports | 14 |
| course book  chapter 6 | --------------- | Interactive lecture, discussions and solve practical case | -Issue Trial Balance and Audit Report | 15 |
|  |  |  | Final Exam | 16 |

**Course Contributing to Learner Skill Development**

|  |
| --- |
| **Using Technology** |
| Use Quickbooks |
| **Communication Skills** |
| Through class discussions, and communicate directly through office hours |
| **Application of Concept Learnt** |
| Solve practical problems in the topics of financial accounting, auditing, costs, taxes and statistical samples. |

**Assessment Methods and Grade Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Outcomes**  **to be Assessed** | **Assessment Time**  **(Week No.)** | **Grade** | **Assessment Methods** |
| **K1, K2,K3** | **10th Week** | **30 %** | **Mid Term Exam** |
| **S2,S3, C1,C3** | **4th, 6th , 10th ,12th weeks** | **30 %** | **Term Works\*** |
| **K1, Kp2, K3,K4,K5, C2** | **16th week** | **40 %** | **Final Exam** |
|  |  | **100%** | **Total** |

**Alignment of Course Outcomes with Learning and Assessment Methods**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Method\*\*** | **Learning Method\*** | **Learning Outcomes** | **Number** |
| **Knowledge** | | | |
| mid exam and final exam | Interactive lecture, discussions and solve practical case | Preparing and analyzing basic financial statements using Quickbooks | **K1** |
| mid exam and final exam | Interactive lecture, discussions and solve practical case | Calculating the break-even point and preparing estimated budgets using Quickbooks. | **K2** |
| mid exam and final exam | Interactive lecture, discussions and solve practical case | Calculation of statistical samples and audit risk using Quickbooks. | **K3** |
| mid exam and final exam | Interactive lecture, discussions and solve practical case | Apply tax rates for individuals and companies using Quickbooks. | **K4** |
| mid exam and final exam | Interactive lecture, discussions and solve practical case | Evaluating financial reports and their impact on business continuity for companies | **K5** |
| **Skills** | | | |
| Homework no. 2 | Interactive lecture, discussions and solve practical case | Use Quickbooks to collect, analyze and display data and results | **S2** |
| Quiz | Interactive lecture, discussions and solve practical case | Using critical and qualitative thinking skills in addressing in-depth questions specific to Quickbooks | **S3** |
| **Competencies** | | | |
| Homework no. 2 | Interactive lecture, discussions and solve practical case | Assist decision makers in making decisions based on the preparation of financial statements through Quickbooks | **C1** |
| Homework no. 1 | Interactive lecture, discussions and solve practical case | Develop Quickbooks professional skills in order to gain from it after the student's graduation. | **C2** |
| Homework no. 1 | Interactive lecture, discussions and solve practical case | Collaborative work among students through practical tasks | **C3** |

**Course Polices**

|  |  |
| --- | --- |
| **Policy Requirements** | **Policy** |
| The minimum pass for the course is (50%) and the minimum final mark is (35%). | **Passing Grade** |
| * Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark. * Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse’s disappearance, and in this case, the subject teacher must hold a compensation exam for the student. * Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam. | **Missing Exams** |
| The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it. | **Attendance** |
| Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights. | **Academic Integrity** |

**Program Learning Outcomes to be assessed in this Course**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Targeted Performance level** | **Assessment Method** | **Course Title** | **Learning Outcome** | **Number** |
| 50% of the students are expected to obtain a mark of 6 or more out of 10 marks | Home Work | Computer applications in accounting | Employing technology in collecting, analyzing and interpreting data and information. | Sp2 |

**Description of Program learning Outcomes Assessment Method**

|  |  |
| --- | --- |
| **Detailed Description of Assessment** | **Number** |
| Homework/ Individual assignments and practical applications through Quickbooks | **Sp2** |

**Assessment Rubric of the Program Learning Outcomes**

**Homework/ Individual assignments and practical applications through Quick Books:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expert in solving the task**  **(10 marks)** | **Qualified to solve the task**  **(7 marks)** | **A beginner in solving the task**  **(5 marks)** | **poor at solving the task**  **(3 marks)** | **Standard** |
| Set the tax rate at 16% and pay the tax quarterly, Pay bills, purchases, and cash sales, Pay the tax, Make an opening entry, and Submit the Journals report | Set the tax rate at 16% and pay the tax quarterly, Pay bills, purchases, and cash sales, Pay the tax and Make an opening entry | Set the tax rate at 16% and pay the tax quarterly, Pay bills, purchases, and cash sales, and Pay the tax | Set the tax rate at 16% and pay the tax quarterly | **Determining the tax rate and issuing the Journals Report** |