COLLEGE OF THE DESERT

Course Outline of Record

1. Course Code: BUAC-010
2.   a. Long Course Title: Accounting with QuickBooks
     b. Short Course Title: ACCTG W/QUICKBOOKS
3.   a. Catalog Course Description:

    Introduction to the use of QuickBooks Accounting Software to process accounting transactions related to both a service and merchandising company. Students learn to record and process transactions in the following major accounting activities: Journalizing, preparation of financial statements, budgeting, adjusting entries, receipts and payments, cash flow and payroll. Course work prepares students for actual situations using up-to-date equipment and software. Additional topics include a review of basic accounting concepts and the creation of a company using QuickBooks.

    b. Class Schedule Course Description:

    QuickBooks is a complete computerized accounting system for small businesses. Learn how this well-designed accounting program is used to set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts, and statements, track payables, inventory, and receivables, and generate reports and graphs. Additional topics include: A review of basic accounting concepts, payroll transactions, and the creation of a company using QuickBooks accounting.

    c. Semester Cycle (*if applicable*): *N/A*
    d. Name of Approved Program(s):
        - ACCOUNTING Certificate of Achievement
4. Total Units: 3.00   Total Semester Hrs: 54.00

    Lecture Units: 3   Semester Lecture Hrs: 54.00

    Lab Units: 0   Semester Lab Hrs: 0

        Class Size Maximum: 28   Allow Audit: No

        Repeatability No Repeats Allowed

        Justification 0
5. Prerequisite or Corequisite Courses or Advisories:

    Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)

    Advisory: CIS 010

    Advisory: BUAC 066 or

    Advisory: BUAC 020A or

    Advisory: BUAC 051
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
    a. Kay, Donna (2015). *Computer Accounting With QuickBooks 2015* McGraw-Hill/Irwin.

        College Level: Yes

        Flesch-Kincaid reading level: 12.7
7. Entrance Skills: *Before entering the course students must be able:*

    a. Complete the accounting cycle for merchandising and service businesses.
    - BUAC 066 - Demonstrate competence in all steps of the accounting cycle.
    - BUAC 051 - Prepare and interpret financial statements.
    - BUAC 020A - Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements;

    b. Process complex transactions in accounts receivable, accounts payable, inventory valuation, journal entries, bank reconciliaton, and payroll processing.
    - BUAC 020A - Apply accounting concepts to various situations.

- BUAC 051 - Analyze accounting problems.
- BUAC 066 - Perform bank reconciliations.
- BUAC 066 - Calculate basic payroll solutions and make necessary journal entries relating to payroll expenses and liabilities.

c.

Use basic windows functions and features such as edit, save, copy, cut, paste, and formatting options.

- CIS 010 - Describe and use Windows options and features.
- CIS 010 - Demonstrate skills with beginning word processing to create, edit, save, and print standard business documents such as letters, memos, and reports.
- CIS 010 - Demonstrate skills to design and create simple spreadsheets using common formatting, and editing commands.

8. Course Content and Scope:

Lecture:

> 1. Introduction to Quick Books software
> 2. Accounting cycle - service business
> 3. Accounting cycle - merchandising business
> 4. Venders and customer entries
> 5. Fixed asset accounting
> 6. Payroll accounting
> 7. Partnerships and corporations
> 8. Financial statement analysis
> 9. Departmentalized accounting
> 10. Accounting system set-up: account classification and format design

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

1. Activate accounting software and use menus and icons to access software features and tools.
2. Demonstrate the ability to apply accounting principles between manual accounting systems and computerized accounting systems through the use of computers.

3. Record all bookkeeping transactions for a small business using accounting software including: sales transactions, purchasing transactions, bank reconciliations, adjusting journal entries, finding and correcting errors, budgeting, and preparation of financial statements.

10. Course Objectives: *Upon completion of this course, students will be able to:*

a. Install the QuickBooks program software.
b. Create a new company file.
c. Create and access a company backup file.
d. Create a chart of accounts.
e. Create invoices, receive payments, enter sales receipts and make deposits.
f. Enter bills, pay bills and write checks.
g. Make general journal entries, display and print period-end accounting reportsand print financial statements.
h. Use the payroll setup function to pay employees, pay payroll liabilities, and process payroll forms.
i. Perform banking functions; transfer funds, reconcile accounts, and enter credit card charges.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
    a. Demonstration, Repetition/Practice
    b. Discussion
    c. Distance Education
    d. Lecture

  e. Participation
  f. Technology-based instruction
 Other Methods:

  In-class practice - includes feedback, coaching, and evaluation by the instructor

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
 In Class Hours: 54.00
 Outside Class Hours: 108.00
  a. In-class Assignments

   1. Attendance of lectures including the taking of detailed notes and participation in classroom discussion.
   2. Examinations of various types, such as problem sets, essay, and multiple choice.

  b. Out-of-class Assignments

   1. Readings in the textbook.
   2. Completion of assigned exercises in each chapter using any available computer.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
- Written homework
- Self-paced testing
- Laboratory projects
- Computational/problem solving evaluations
- Presentations/student demonstration observations
- Product/project development evaluation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation

14. Methods of Evaluating: Additional Assessment Information:

 Review of homework assignments Exercises and audit tests Examinations of various types to be completed using the computer software

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
 PO-BS Critical Thinking
  Assess relevant information and come to thought-out conclusions and solutions.
 IO - Critical Thinking and Communication
  Apply principles of logic to problem solve and reason with a fair and open mind.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
CSU	CSU San Bernardino			

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	Cost Per Unit	Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

    Periodic Review

20.   a. Cross-Listed Course *(Enter Course Code)*: *N/A*
        b. Replacement Course *(Enter original Course Code)*: *N/A*

21. Grading Method *(choose one)*: Letter Grade Only

22. MIS Course Data Elements
        a. Course Control Number [CB00]: CCC000315399
        b. T.O.P. Code [CB03]: 50200.00 - Accounting
        c. Credit Status [CB04]: D - Credit - Degree Applicable
        d. Course Transfer Status [CB05]: B = Transfer CSU
        e. Basic Skills Status [CB08]: 2N = Not basic skills course
        f. Vocational Status [CB09]: Possibly Occupational
        g. Course Classification [CB11]: Y - Credit Course
        h. Special Class Status [CB13]: N - Not Special
        i. Course CAN Code [CB14]: *N/A*
        j. Course Prior to College Level [CB21]: Y = Not Applicable
        k. Course Noncredit Category [CB22]: Y - Not Applicable
        l. Funding Agency Category [CB23]: Y = Not Applicable
        m. Program Status [CB24]: 1 = Program Applicable
    Name of Approved Program *(if program-applicable)*: ACCOUNTING
    Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
    First Year: 0
    Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:
        a. Sufficient Faculty Resources: Yes
        b. If No, list number of FTE needed to offer this course: *N/A*
25. Additional Equipment and/or Supplies Needed and Source of Funding.
    N/A
26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*
    N/A
27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES
    Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes
28. Originator John Gerardi   Origination Date 11/22/16