

College of San Mateo
Official Course Outline

1. **COURSE ID:** ACTG 144 **TITLE:** QuickBooks: Set-up and Service Business
Units: 1.5 units **Hours/Semester:** 24.0-27.0 Lecture hours; and 48.0-54.0 Homework hours
Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
3. **COURSE DESCRIPTIONS:**
Catalog Description:
Introduction to QuickBooks accounting software. Topics include set-up and service business transactions; the sales cycle, purchasing cycle and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours]
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
Upon successful completion of this course, a student will meet the following outcomes:
 1. Discuss the terminology, concepts, principles, and ethics used to set-up and record service transactions using QuickBooks.
 2. Using the proper formats, perform the calculations and explain the steps to set-up and record service transactions using QuickBooks.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
Upon successful completion of this course, a student will be able to:
 1. Menus and Icons: Demonstrate activating QuickBooks and using menus and icons to access software features and tools
 2. Data Files: Create a data file using QuickBooks
 3. Transaction Analysis: Record all bookkeeping transactions for a small service business using QuickBooks
 4. Financial Statements: Prepare financial statements using QuickBooks
 5. Terminology: Define commonly used terminology
6. **COURSE CONTENT:**
Lecture Content:
 1. Introduction to QuickBooks
 2. Sales and receivables: service business
 3. Purchase and payables: service business
 4. General accounting and end of period procedures; service business
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
Typical methods of instruction may include:
 - A. Lecture
 - B. Activity
 - C. Other (Specify): Instructor led presentation of software using computer screen projection system. Students can also view all course presentation material online. Assigned readings, homework assignments to re-enforce topics discussed in class.
8. **REPRESENTATIVE ASSIGNMENTS**
Representative assignments in this course may include, but are not limited to the following:
Reading Assignments:
Textbook reading.

Other Outside Assignments:
QuickBooks Practice Sets
9. **REPRESENTATIVE METHODS OF EVALUATION**
Representative methods of evaluation may include:
 - A. Exams/Tests

- B. Group Projects
- C. Homework
- D. Oral Presentation
- E. Projects
- F. Quizzes
- G. Completion of QuickBooks practice sets.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Horne. *QuickBooks Desktop 2018, A Complete Course*, 17 ed. New York: Pearson, 2019

Possible software includes:

- A. Quickbooks Software. Pearson/Intuit, 17 ed.

Quickbooks software to needed to do the work required for the class. Access to Quickbooks is included with the text.

Origination Date: March 2022

Curriculum Committee Approval Date: March 2022

Effective Term: Fall 2022

Course Originator: Rosemary Nurre