

College of San Mateo
Official Course Outline

1. **COURSE ID:** ACTG 145 **TITLE:** QuickBooks: Payroll and Merchandising 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 payroll and merchandising 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 record payroll and merchandising transactions using QuickBooks.
 2. Using the proper formats, perform the calculations and explain the steps to record payroll and merchandising 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: Set up and prepare payroll for a small business using QuickBooks
 3. Transaction Analysis: Record all bookkeeping transactions for a small merchandising 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: merchandising business
 3. Purchases and payables: merchandising business
 4. General accounting and end of period procedures: merchandising business
 5. Payroll
 6. Create a Company in QuickBooks Desktop
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. All course information is available for online review as well. Assigned readings, QuickBooks practice sets/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:
Students are required to read each chapter in preparation for class and practice sets.
Other Outside Assignments:
QuickBooks practice sets are online and submitted online. There is at least one practice set for each chapter.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Exams/Tests
- B. Homework
- C. Projects
- D. Quizzes
- E. Completion of QuickBooks practice sets.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Horne. *QuickBooks Desktop 2018, A Complete Course*, 17th 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