COURSE ID: ACTG 145    TITLE: QuickBooks: Payroll and Merchandising Business
Units: 1.5 units  Hours/Semester: 24.0-27.0 Lecture hours
Method of Grading: Grade Option (Letter Grade or P/NP)

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. 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

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 computers and QuickBooks
   2. Sales and receivables: merchandising business
   3. Purchases and payables: merchandising business
   4. General accounting and end of period procedures: merchandising business
   5. Automating a manual payroll accounting system.
   6. Payroll

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:

Origination Date: September 2015
Curriculum Committee Approval Date: October 2015
Effective Term: Fall 2016
Course Originator: Rosemary Nurre