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:
Possible software includes:
      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