



El Camino College
COURSE OUTLINE OF RECORD - Approved

I. GENERAL COURSE INFORMATION

Subject and Number: Business 3
Descriptive Title: QuickBooks
Course Disciplines: Accounting or Business
Division: Business

Catalog Description:

In this course students will be introduced to basic financial record keeping software using the double-entry system for recording transactions. Emphasis will be placed on how to use the accounting application software in a small business environment.

Note: Letter grade or pass/no pass option.

Conditions of Enrollment: None

Course Length:	X Full Term	Other (Specify number of weeks):
Hours Lecture:	1.50 hours per week	TBA
Hours Laboratory:	1.50 hours per week	TBA
Course Units:	2.00	

Grading Method: Both
Credit Status: Associate Degree Credit

Transfer CSU: X Effective Date: Prior to July 1992
Transfer UC: No

General Education:

El Camino College:

CSU GE:

IGETC:

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. SLO #1 Accounting Software
Utilize accounting software to prepare journals, ledgers, and financial statements of the business entity.
2. SLO #2 Reports and Graphs
Prepare and use a variety of reports and graphs to analyze the results of business accounting operations.
3. SLO #3 Concepts and Terminology
Understand the concepts and terminology utilized by accounting software packages.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

1. Utilize accounting software to prepare journals and ledgers.
 - Other (specify)
 - Lab Assignment
2. Define and demonstrate understanding of accounting terminology in context.
 - Other (specify)
 - Problem-solving exam
3. Interpret, analyze, record, and process a variety of business transactions in accordance with acceptable accounting theory, principles, and practices.
 - Objective Exams
4. Analyze government regulations, federal tax laws, and generally accepted accounting principles, using a computerized accounting program.
 - Other (specify)
 - Lab Assignment
5. Utilize the QuickBooks software package to generate the basic financial statements including the income statement, balance sheet, and statement of cash flows.
 - Other (specify)
 - Lab Assignment
6. Complete bank reconciliations.
 - Other (specify)
 - Lab Assignment
7. Prepare accounts receivable and payable subsidiary ledgers.
 - Other (specify)
 - Lab Assignments
8. Prepare payroll ledgers and reports.
 - Other (specify)
 - Lab Assignment

9. Prepare and use a variety of reports and graphs to analyze the results of business accounting operations.
 - Other (specify)
 - Test
10. Analyze accounting problems, such as the aging of accounts receivable, the amortizations of installment notes payable, and the calculations of depreciation using a spreadsheet application.
 - Other (specify)
 - Test
11. Solve comprehensive accounting problems using the QuickBooks program.
 - Other (specify)
 - Lab Assignment

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lab	3	I	Software Launch Procedures A. Introduction to the software B. Initial set-up of business
Lecture	3	II	Chart of Accounts A. Procedures to establish a chart of accounts B. Account types C. Account names D. Account numbers
Lab	3	III	List set-up Procedures A. Vendors B. Customers
Lecture	3	IV	Invoice Procedures A. Invoice template B. Elements of an invoice
Lecture	3	V	Receipt of Payment Procedures A. Effect on cash B. Effect on Accounts receivable
Lab	3	VI	Accounts Receivable Procedures A. Account receivable subsidiary ledger B. Accounts receivable aging report
Lecture	3	VII	Bill Payment Procedures A. Expense account B. Accounts payable C. Direct bill pay
Lab	3	VIII	Accounts Payable Procedures A. Expense account B. Accounts payable C. Direct bill pay
Lecture	3	IX	Payroll Setup

			<ul style="list-style-type: none"> A. Employees B. Employee/Employer taxes C. Payroll liabilities
Lab	3	X	Payroll Procedures <ul style="list-style-type: none"> A. Employees B. Employee/Employer taxes C. Payroll liabilities
Lecture	3	XI	Government Payroll Reporting Procedures <ul style="list-style-type: none"> A. Payroll tax returns – various forms B. Withholding
Lecture	3	XII	Inventory <ul style="list-style-type: none"> A. Types of inventory B. Non-inventory and service items C. Entry to record buying items D. Entry to record selling items
Lab	3	XIII	Inventory configuration and tracking <ul style="list-style-type: none"> A. Types of inventory B. Non-inventory and service items C. Entry to record buying items D. Entry to record selling items E. Inventory reports
Lab	2	XIV	Bank Accounts <ul style="list-style-type: none"> A. Initial set-up B. Checkbook adjustments
Lecture	2	XV	Bank Accounts <ul style="list-style-type: none"> A. Initial set-up B. Checkbook adjustments
Lab	3	XVI	Bank Reconciliation <ul style="list-style-type: none"> A. Corrections B. Adjustments C. Recurring Transactions D. Memorized Transactions
Lab	4	XVII	Reports <ul style="list-style-type: none"> A. General ledger reports B. Unadjusted and adjusted trial balance, C. General ledger D. Journal reports E. Other reports as needed
Lecture	4	XVIII	Year-end procedures <ul style="list-style-type: none"> A. Closing entries B. Post-closing trial balance
Total Lecture Hours		27	
Total Laboratory Hours		27	
Total Hours		54	

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Problem solving demonstrations (computational or non-computational)

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Using the company profile provided by the instructor, create a chart of accounts and journal entries for day-to-day transactions. Post these to the ledger and generate the trial balance and the balance sheet for the first quarterly report.

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. Examine accounting principles (such as realization and matching) and explain the application of these principles in regards to depreciation reports. Submit your findings in a one-page written report.
2. Using information provided by the instructor, evaluate the financial position, profitability, and liquidity of a small business using computerized financial statements. Prepare a one-page report explaining the financial stability of the company.

D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

Performance exams
Other exams
Quizzes
Laboratory reports
Class Performance
Homework Problems
Multiple Choice
Completion
Matching Items
True/False

V. INSTRUCTIONAL METHODS

Demonstration
Laboratory
Lecture
Other (please specify)
Report Preparation

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

Study
Answer questions
Skill practice
Required reading
Problem solving activities
Written work

Estimated Independent Study Hours per Week: 3

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Donna Kay. Computerized Accounting with QuickBooks Online 2018. 18th Ed. McGraw Hill.

B. ALTERNATIVE TEXTBOOKS

C. REQUIRED SUPPLEMENTARY READINGS

D. OTHER REQUIRED MATERIALS

Storage device.

QuickBooks software (provided by college)

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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B. Requisite Skills

Requisite Skills

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
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D. Recommended Skills

Recommended Skills

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Robert Daily on 11/01/1985.

BOARD APPROVAL DATE:

LAST BOARD APPROVAL DATE: 12/16/2019

Last Reviewed and/or Revised by: Sidney Porter
20174

Date: 10/1/2019