

ARTICULATION AGREEMENT

DATE DRAFTED: April 5, 2018

VALID ACADEMIC YEARS: 2018-19 & 2019-2020

LMC COURSE: BUS-185 Computer Assisted Accounting - QuickBooks

ADULT ED. CENTER COURSE: QuickBooks Online

School: Martinez Adult Education Center

Address: 600 F Street, Martinez, CA 94553

A. COLLEGE COURSE DESCRIPTION: A hands-on, computerized course which introduces students to the use of micro-computers in the accounting field. Includes practice in maintaining master files; recording journal entries throughout the accounting cycle; preparing payroll, inventory, depreciation, and bank reconciliations; generating subsidiary ledgers, trial balances, financial statements; performing other basic accounting functions; and setting up a new company's books or converting an existing set of records to a computerized system.

B. UNITS: 3

C. PRE-REQUISITES: None

D. REQUIRED CONTENT FOR ARTICULATION:

1. In Chapters 1 through 6, learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts.
2. Chapters 7 through 13 cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, filing payroll tax forms, and more.

E. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION:

Course Objectives

By the end of this course, students will be able to:

- Decide which QuickBooks Online level is best for your business
- Access the test drive data file
- Customize the company settings
- Edit the Chart of Accounts
- Set up customers and sub-customers
- Create sales receipts and invoices
- Receive payments from customers
- Create sales reports

- Make payments to vendors
- Create vendor reports
- Set up bank feeds
- Reconcile bank and credit card accounts
- Create financial statement reports
- Set up and receive products
- Create purchase orders
- Apply vendor credits
- Prepare journal entries
- Write off uncollectible receivables (bad debts)
- Set up budgets and view budget reports
- Save and send customized reports
- Create financial statements and management reports
- Close the books in QuickBooks Online
- Pay employees and file payroll tax forms

F. METHODS FOR END OF COURSE ASSESSMENT:

1. Homework: **10%**
2. Review Quiz: **5%**
3. Chapter Test: **20%**
4. Unit Test: **25%**
5. Final Test: **40%**
6. Minimum including final: **75%**

****Credit by exam: Students must receive a grade of “B” or better on the final exam***

G. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:

1. Complete the **QuickBooks Online** course at Martinez Adult Education Center with a grade of “B” or better.
2. Complete the LMC “Credit by Exam” procedure with a grade of “B” or better.
3. Apply for admission at Los Medanos College.
4. Register for CATEMA for electronic submission of college credit **OR** obtain copy of high school transcript and articulation agreement and submit to the LMC Office of Admissions & Records.
5. Upon completion of the above, the student will receive on his/her LMC and CCCC (California Community College District) transcripts the **3** unit credit for LMC’s **BUS-185 Computer Assisted Accounting - QuickBooks**

H. TEXTBOOKS OR OTHER SUPPORTING MATERIALS

- QuickBooks Online: Comprehensive, Patricia Hartley, Labyrinth Learning

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Kevin P. Horan

Kevin P. Horan (May 22, 2018)

Kevin Horan Date
LMC Vice President of Instruction & Student Services

Ryan Pedersen

Ryan Pedersen (May 22, 2018)

Ryan Pedersen Date
LMC Interim Dean of Mathematics & Sciences

Penny A. Wilkins

Penny A. Wilkins (May 14, 2018)

Penny Wilkins Date
LMC Business Department Chair

Michael Shieh

Michael Shieh (May 22, 2018)

Michael Shieh Date
LMC Faculty

Suzanne L. Murphy

Suzanne L. Murphy (May 22, 2018)

Suzanne Murphy Date
Principal/Director, Martinez Adult Education Center

Marcio de Paula Wai

Marcio de Paula Wai (May 22, 2018)

Marcio de Paula Wai Date
Martinez Adult Ed. Faculty

Cc:

LMC Director of Admissions and Records

LMC K-12 Liaison

LMC CTE Counselor

School District Educational Services Dept.

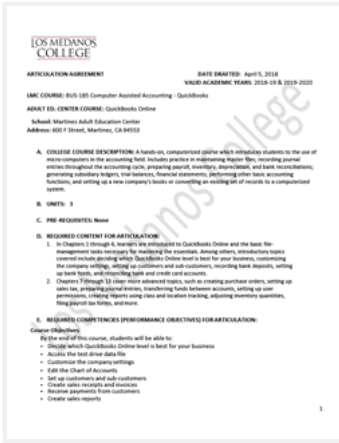
School District ROP Education Services Dept. (if appropriate) High

School Principal

High School CATEMA Contact

Upload: LMC High School Articulation webpage

Los Medanos College




LMC-MAEC BUS-185 Articulation Agreement 2018-20


Adobe Sign Document History


05/22/2018


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By:	Colleen Grim (cgrim@losmedanos.edu)
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