

ARTICULATION AGREEMENT

DATE DRAFTED: April 20, 2022

VALID ACADEMIC YEARS: FA22-SP24

LMC COURSE: BUS-185 Computer Assisted Accounting - QuickBooks

ADULT EDUCATION SCHOOL COURSE: QuickBooks: Level 1 & 2

School: Liberty Adult Education Center

Address: 929 2nd St, Brentwood, CA 94513

- A. COLLEGE COURSE DESCRIPTION:** A hands-on, computerized course that introduces students to computerized accounting and the QuickBooks accounting program. Includes setting up a new organization's books, recording journal entries throughout the accounting cycle; invoicing customers, tracking inventory, preparing payroll, completing bank reconciliations, generating subsidiary ledgers, creating trial balances, and preparing financial statements within a computerized system
- B. UNITS:** 3
- C. PRE-REQUISITES:** NA
- D. ADULT EDUCATION COURSE DESCRIPTION:** Instructor led course will provide essential coverage of QuickBooks Online for employees, company owners, accountants, and others who wish to effectively use the software for their small-business accounting needs. In Chapters 1–6, 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. Chapters 7–13 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, and adjusting inventory quantities.
- E. REQUIRED CONTENT FOR ARTICULATION:**

MAJOR UNITS OF STUDY for QuickBooks Online – Level 1

Week 1	<u>Topic</u>
2 Hour Lecture .5 Hours Hands-on	Chapter 1 – Getting Started with QuickBooks Online <ul style="list-style-type: none"> • Introducing QuickBooks Online • Navigating the User Interface • Accounting – Behind the Scenes
Week 2	Chapter 2 – Setting Up a New Company File <ul style="list-style-type: none"> • Planning and Creating Your Company File • Customizing Your Company File • Adding and Managing Users • Opening Balances and Historical Transactions
Week 3	Chapter 3 – Working with Customers <ul style="list-style-type: none"> • The Sales Center

.5 Hours Hands-on	<ul style="list-style-type: none"> • Recording Sales Transactions • Receiving Customer Payments • Recording a Bank Deposit • Creating Customer and Sales Reports • Correcting Errors
Week 4 2 Hour Lecture .5 Hours Hands-on	Chapter 4 – Working with Vendors <ul style="list-style-type: none"> • The Expenses Center • Creating Vendor Transactions: Purchase and Expenses • Managing Accounts Payable
Week 5 2 Hour Lecture .5 Hours Hands-on	Chapter 5 – Banking and Credit Card Transactions <ul style="list-style-type: none"> • Managing the Banking Center • Setting Up and Using Bank Feeds • Managing Bank Rules • Entering Debit and Credit Card Transactions • Reconciling Accounts • Preparing financial Reports
Week 6 2.5 Hours Hands-on Week 7 2.5 Hours Hands-on	Chapter 6 – All in a Day's Work! <ul style="list-style-type: none"> • Week Ending 8/15/2026 • Week Ending 8/22/2026 • Week Ending 8/29/2026 • Tuesday 9/1/2026
Week 8 1.5 Hours Hands-on 1 Hour Assessment	Complete Project Unit Test

MAJOR UNITS OF STUDY for QuickBooks Online – Level 2

Week 1 2 Hour Lecture .5 Hours Hands-on	<u>Topic</u> Chapter 7 – Managing Inventory <ul style="list-style-type: none"> • Tracking Inventory • Purchase Orders • Vendor Credits/Returns • Sales Tax • Inventory and Non-Inventory Products • Reports
Week 2 2 Hour Lecture .5 Hours Hands-on	Chapter 8 – Working with Balance Sheet Accounts and Budgets <ul style="list-style-type: none"> • Recording Other Current Assets • Journal Entries and Recurring Transactions • Fixed Assets and Long-Term Liabilities • Transferring Funds Between Accounts • Petty Cash

	<ul style="list-style-type: none"> • Handling Uncollectible Receivables/Bad Debts • Creating and Reviewing Budgets
Week 3 2 Hour Lecture .5 Hours Hands-on	Chapter 9 – Customizing, Fine-Tuning, and Extending Capabilities <ul style="list-style-type: none"> • Customizing Reports • Sending Reports • Adding a Custom Field to Sales Forms • Protecting Confidential Information Chapter 10 – Staying on Track: The Accounting Cycle, Classes, and Locations <ul style="list-style-type: none"> • Generally Accepted Accounting Principles and the Accounting Cycle • Class Tracking • Location Tracking • Delayed Charges and Credits
Week 4 2 Hour Lecture .5 Hours Hands-on	Chapter 11 – Completing the Accounting Cycle, Closing the Books, and Reviewing Changes <ul style="list-style-type: none"> • Completing the Accounting Cycle • Closing the Books • The Audit Log and Audit History
Week 5 2 Hour Lecture .5 Hours Hands-on	Chapter 12 – Using Payroll in QuickBooks Online <ul style="list-style-type: none"> • Week Ending 8/15/2026 • Week Ending 8/22/2026 • Week Ending 8/29/2026 • Tuesday 9/1/2026
Week 6 - Project 2.5 Hours Hands-on Week 7 - Project 2.5 Hours Hands-on	Chapter 13 – Bringing It All Together! <ul style="list-style-type: none"> • Create Daily Transactions <ul style="list-style-type: none"> ○ Week 1 ○ Week 2 ○ Week 3 ○ Week 4 • Make Adjustments and Reconcile Accounts <ul style="list-style-type: none"> ○ Week 5
Week 8 1.5 Hours Hands-on 1 Hour Assessment	Complete Project Final Test

F. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION (Minimum 5):

Upon successful completion of this course, students will be able to:

1. Set up a new company
2. Create and upload customers
3. Create and upload vendors
4. Reconcile bank and credit card accounts

5. Prepare a balance sheet
6. Prepare an income statement
7. Create supporting reports to help make business decisions
8. Understand the difference between cash and accrual business activities Manage and understand inventory
9. Set up Fixed Assets and Long-Term Liabilities
10. Create supporting reports to help make business decisions
11. Demonstrate knowledge of adjusting entries
12. Close the Books
13. Use Payroll and Payroll Reports
14. Reporting of business activities by creating income statements, balance sheets and graphs
15. Achieve measurable growth in knowledge and skills related to educations/career goal
16. Increase ability to participate effectively as productive members of the community
17. See the value of participation in life-long learning opportunities

G. METHODS FOR END OF COURSE ASSESSMENT:

1. Self-Assessments quizzes
2. Reinforce Your Skills assignments
3. Apply Your Skills assignments
4. Projects
5. Individual Help: one-to-one instruction
6. Completion of Self-Assessment Quizzes with a score of 80% or higher
7. Completion of assignments with a score of 80% or higher
8. Completion of project with a score of 80% or higher
9. Unit Test with a score of 80% or higher
10. Final Test with a score of 80% or higher
11. Class participation
12. Observation
13. Attendance requirements met
14. Certificate

H. TEXTBOOKS OR OTHER SUPPORTING MATERIALS

QuickBooks Online: Comprehensive, Patricia Hartley, Labyrinth Learning

I. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:

(all of the following must be met)

1. Students **must apply** to Los Medanos College and register in **CATEMA** in order to receive credit recommendations by their high school teacher.
2. Students **must be recommended** for credit by their high/adult ed. school teacher in **CATEMA**. *Teachers recommend credit at their discretion.*
3. Students **must complete** the QuickBooks: Levels 1 & 2 class at Liberty Adult Education Center with an overall grade of "B" or better.
High school/Adult Ed. teachers will enter this grade in CATEMA.
4. Students **must earn** a "B" or better on the agreed upon college/high school final exam procedure.
High school/Adult Ed. teachers will enter this exam grade in CATEMA.
5. Articulated college credit may only be recommended by the high school teacher and received by the student **within the academic year** in which it was earned.
6. Upon completion of the above, the student will receive on his/her LMC and CCCC (California Community College District) transcript the units of credit for LMC's **BUS-185 Computer Assisted Accounting-QuickBooks** course.
7. College transcripts will reflect the **FINAL EXAM GRADE** earned and will be notated as *Credit by Exam.

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COLLEGE SIGNATURES

Natalie Hannum

Natalie Hannum (Apr 25, 2022 12:47 PDT)

Natalie Hannum
LMC Vice President of Instruction

Dennis Franco

Dennis Franco
LMC Interim Dean of Instruction, Business

Penny Wilkins

Penny Wilkins (Apr 25, 2022 11:05 PDT)

Penny Wilkins
LMC Business Dept. Chair

HIGH SCHOOL/ROP/DISTRICT SIGNATURES

Guy Rognlien

Guy Rognlien (Apr 26, 2022 09:28 PDT)

Guy Rognlien
Director of Community Education

Debbie Norgaard

Debbie Norgaard (Apr 28, 2022 08:16 PDT)

Debbie Norgaard
Liberty Adult Education Coordinator

Erik Faulkner

Erik Faulkner (Apr 29, 2022 07:37 PDT)

Erik Faulkner
LUHSD Asst. Superintendent, Educational Services

Donna Jo Schliesman

Donna Jo Schliesman (Apr 28, 2022 17:58 PDT)

Donna Jo Schliesman
Liberty Adult Education School Teacher












BUS-185_LAE_ARTIC_FA22-SP24

Final Audit Report

2022-04-29

Created:	2022-04-25
By:	Colleen Grim (cgrim@losmedanos.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAq0cpicxylt4eBcX9EPT8HCfYSEZmhOU5

"BUS-185_LAE_ARTIC_FA22-SP24" History


-  Document created by Colleen Grim (cgrim@losmedanos.edu)
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-  Document emailed to Penny Wilkins (pwilkins@losmedanos.edu) for signature
2022-04-25 - 5:40:41 PM GMT
-  Email viewed by Penny Wilkins (pwilkins@losmedanos.edu)
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-  Document e-signed by Penny Wilkins (pwilkins@losmedanos.edu)
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 Agreement completed.

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