

**ARTICULATION AGREEMENT**

**DATE DRAFTED:** December 9, 2020

**VALID ACADEMIC YEARS:** 2020-21 & 2021-22

**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. TEXTBOOKS OR OTHER SUPPORTING MATERIALS**

- QuickBooks Online: Comprehensive, Patricia Hartley, Labyrinth Learning

**H. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:**

1. Complete the QuickBooks Online at Martinez Adult Ed. School with a grade of “B” or better.
2. Receive a “B” or better on the agreed upon college/high school final exam\* procedure.
3. Be recommended for credit by your high school teacher.
4. Apply for admission at Los Medanos College.
5. 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 **within the academic year in which credit was earned.**
6. Upon completion of the above, the student will receive on his/her LMC and CCCC (California Community College District) transcripts the units of credit for LMC’s BUS-185 “Computer Assisted Accounting - QuickBooks” course.

*\*College transcripts will reflect the **FINAL EXAM GRADE** earned and will be notated as **\*Credit by Exam.***

**ARTICULATION AGREEMENT**

**DATE DRAFTED:** December 9, 2020  
**VALID ACADEMIC YEARS:** 2020-21 & 2021-22

**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

Natalie Hannum  
Natalie Hannum (Jan 5, 2021 12:11 PST)

Natalie Hannum Date  
LMC Vice President of Instruction

Suzanne L Murphy  
Suzanne L Murphy (Jan 5, 2021 12:56 PST)

Suzanne Murphy Date  
Principal/Director, Martinez Adult Education Center

Nikki Moultrie  
Nikki Moultrie (Dec 17, 2020 06:36 PST)

Nikki Moultrie Date  
LMC Dean of Career Education & Social Sciences

Marcio de Paula Wai  
Marcio de Paula Wai (Jan 5, 2021 13:36 PST)

Marcio de Paula Wai Date  
Martinez Adult Ed. Faculty

Penny A. Wilkins  
Penny A. Wilkins (Dec 16, 2020 18:54 PST)

Penny Wilkins Date  
LMC Business Department Chair/Faculty












# MAEC BUS-185 2020-22

Final Audit Report

2021-01-05

Created:	2020-12-14
By:	Colleen Grim (cgrim@losmedanos.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUTj23XrcoAP6AB_5a2A12n3eIYu44GrL

## "MAEC BUS-185 2020-22" History


-  Document created by Colleen Grim (cgrim@losmedanos.edu)  
2020-12-14 - 9:36:03 PM GMT- IP address: 99.161.170.246
-  Document emailed to Penny A. Wilkins (pwilkins@losmedanos.edu) for signature  
2020-12-14 - 9:36:43 PM GMT
-  Email viewed by Penny A. Wilkins (pwilkins@losmedanos.edu)  
2020-12-17 - 2:54:06 AM GMT- IP address: 108.88.62.120
-  Document e-signed by Penny A. Wilkins (pwilkins@losmedanos.edu)  
Signature Date: 2020-12-17 - 2:54:41 AM GMT - Time Source: server- IP address: 108.88.62.120
-  Document emailed to Nikki Moultrie (nmoultrie@losmedanos.edu) for signature  
2020-12-17 - 2:54:43 AM GMT
-  Email viewed by Nikki Moultrie (nmoultrie@losmedanos.edu)  
2020-12-17 - 2:36:08 PM GMT- IP address: 104.47.55.126
-  Document e-signed by Nikki Moultrie (nmoultrie@losmedanos.edu)  
Signature Date: 2020-12-17 - 2:36:28 PM GMT - Time Source: server- IP address: 73.92.24.205
-  Document emailed to Natalie Hannum (nhannum@losmedanos.edu) for signature  
2020-12-17 - 2:36:30 PM GMT
-  Email viewed by Natalie Hannum (nhannum@losmedanos.edu)  
2021-01-05 - 8:11:01 PM GMT- IP address: 104.47.70.126
-  Document e-signed by Natalie Hannum (nhannum@losmedanos.edu)  
Signature Date: 2021-01-05 - 8:11:16 PM GMT - Time Source: server- IP address: 99.4.124.154
-  Document emailed to Suzanne L Murphy (smurphy@martinez.k12.ca.us) for signature  
2021-01-05 - 8:11:18 PM GMT

 Email viewed by Suzanne L Murphy (smurphy@martinez.k12.ca.us)

2021-01-05 - 8:11:24 PM GMT- IP address: 66.249.84.97

 Document e-signed by Suzanne L Murphy (smurphy@martinez.k12.ca.us)


Signature Date: 2021-01-05 - 8:56:24 PM GMT - Time Source: server- IP address: 169.199.20.1

 Document emailed to Marcio de Paula Wai (mdepaulawai@martinez.k12.ca.us) for signature


2021-01-05 - 8:56:26 PM GMT

 Email viewed by Marcio de Paula Wai (mdepaulawai@martinez.k12.ca.us)

2021-01-05 - 9:36:42 PM GMT- IP address: 66.249.84.121

 Document e-signed by Marcio de Paula Wai (mdepaulawai@martinez.k12.ca.us)

Signature Date: 2021-01-05 - 9:36:55 PM GMT - Time Source: server- IP address: 169.199.20.1

 Agreement completed.

2021-01-05 - 9:36:55 PM GMT