

# Course Syllabus

## Dolores Peña

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### BBK 53.1 QUICKBOOKS, LEVEL 1 \* Spring 2018

#### Section 5306



## Welcome

If you are viewing this page, you have successfully registered for the class and used your username and password. Congratulations.

### Instructor Contact:

Dolores Pena

e-mail: [dpena@santarosa.edu](mailto:dpena@santarosa.edu)

Office Hours: online Tuesday and Thursdays from 6:00 to 7:00

## Course Description

Training in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, payroll setup, working with lists, recording sales and purchases, inventory, tracking sales tax, banking procedures and financial reports.

**Duration:** March 26 to May 5 (9 weeks)

**Units:** 1.5

**Grade Code:** Graded course with P/NP option

**Transferability:** CSU

**Prerequisites:** None

## Course Dates

## Course Content and Objectives

We will be completing 15 chapters in the textbook.

1. Set up a company
2. Work with lists
3. Set up and record inventory transactions
4. Record sales of services and products
5. Process payments and work with bank accounts
6. Enter and pay bills
7. Customize forms
8. Use "Other" accounts
9. Create reports and graphs
10. Using other Quickbooks Accounts
11. Create financial reports
12. Create graphs
13. Set up payroll items

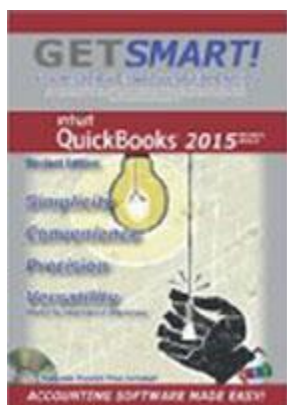
## Student Outcomes

Students will be able to:

- Set up and maintain a set of books for a company or individual
- Set up and track inventory
- Record sales and purchases
- Perform banking functions
- Produce financial reports

## Textbook and Materials

The required textbook is Get Smart with QuickBooks 2015 for Microsoft Windows. The text comes with a 160-day trial version of QuickBooks 15. Please be aware that you can NOT use earlier versions of the QB software with more recent editions of the textbook because you will not be able to open the training files for each lesson.



## Hardware and Software

You will need a PC to complete this class. Yes, there is a MAC version of QuickBooks, but the student files that come with the textbook are Windows PC only and cannot be used on a MAC. Both the student files and the QuickBooks trial version come with a disk.

If you do not have a disk drive in your computer, you may have to buy an external CD drive at Staples for \$20. If you have a laptop, you may be able to download the QB from the lab in Santa Rosa or Petaluma. Let me check on that. The student files can be downloaded from the publisher site. Follow the installation and use directions found in the “Before You Get Started” portion of the text (the pages with Roman numerals).

We will use QuickBooks 2015 (Pro, Premiere, or Accountants edition). You could use the 160-day trial version that works very well, or usually Costco has a good price on QB software as well. Or you could obtain a copy by calling 888-246-8848 (or order online at [222.intuit.com](http://222.intuit.com) or [quickbooks.com](http://quickbooks.com)).

## Attendance

Although this is an online course, your “attendance” in class is required. The factors that make up “Attendance” include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates as stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not checked in, contacted the instructor, or posted to the Message Board by April 2, will be dropped by the instructor as "No Shows."

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

## Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences. A "Q&A Forum" is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.

All assignments are due at midnight PST on the due date. A late submission will receive a 10% penalty per day, up to 50% penalty. Submissions more than one week late are not accepted without prior arrangement.

## Grading Policy

Each of the 16 chapters has a lesson assignment – 160 points  
Three quizzes – total points 46  
Five discussion assignments 50  
Midterm project 35 points  
Final project 52 points  
Total points: 343

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**All students are expected to do their own work and save documents to their individual storage device.**

Percentages:

90% - 100% A

80% to 89% B

70% to 79% C

69% to 69% D

00% to 59% F

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## Late Policy

All assignments are due at midnight on the due date. A late submission will receive a 10% penalty. Submissions more than one week late are not accepted without prior arrangement.



## What's next?

**Getting Started?** Go to the Modules List link below and click on Lesson 1. You will need to read the lectures in each lesson before you go to assignments, discussions or quizzes.

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