



**Quickbooks Level 1**  
Business Dept. BBK 53.1 (class #4266)  
Santa Rosa Junior College  
Fall 2023  
1.5 Units  
Syllabus

**Meeting:** Asynchronous online, August 14, 2023 thru October 15, 2023 (unless holiday or other)

**Classroom:** Canvas and Textbook Online Instruction Portal

**Professor:** Paul Anthony Steward, MBA, Pomo - Elem Indian Colony (call me "Paul", he, him, his)

**Office:** Online

**Office Hours:** 11am to 12pm online, Tuesdays or by appointment

**Phone:** 707-293-4937 (text message okay)

**Email:** psteward@santarosa.edu

**Website:** TBA

### **Course Description:**

In this course, student will train in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, working with lists, recording sales and purchases, managing inventory, tracking sales tax, banking procedures, and preparing financial reports.

### **Catalog Information:**

[https://portal.santarosa.edu/SRweb/SR\\_CourseOutlines.aspx?mode=1&CVID=51361&Semester=20237](https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?mode=1&CVID=51361&Semester=20237)

### **Course Attributes:**

- Title 5 Category: AA Degree Applicable
- Transfer Credit:CSU
- Certificate Applicable

### **Scope, Content, Objectives, and Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Establish and maintain a set of books for a small business.
2. Record a variety of transactions including sales, sales tax, cash receipts, banking, and inventory.
3. Prepare financial reports.

### **Textbook and Materials:**

Comprehensive Quickbooks Online. Patricia Hartley. Labyrinth Learning. 2023.  
(Students must purchase the book and the online access)

**Schedule:**

Week 1 - Aug 14 - Introduction

Week 2 - Aug 21 - Begin Quickbooks Online Set-up and Activities / Chapter 1

Week 3 - Aug 28 - Chapter 2

Week 4 - Sep 4 - Chapter 3 (Labor Day holiday, all assignments and activities will be due Sep 5th or after)

Week 5 - Sep 11 - Chapter 4

Week 6 - Sep 18 - Chapter 5

Week 7 - Sep 25 - Chapter 6

Week 8 - Oct 2 - Chapter 7

Week 9 - Oct 9 - Review

**Grading Policy:**

Assignments	65%
Quizzes	25%
Discussion Posts	10%
Total	= 100%

**Final Grade Determination Percentage Scale:**

A = 97 - 100%	A = 93 - 96%	A- = 90 - 92%
B+ = 87 - 89%	B = 83 - 86%	B- = 80 - 82%
C+ = 77 - 79%	C = 73 - 76%	C- = 70 - 72%
D+ = 67 - 69%	D = 63 - 66%	D- = 60 - 62%
F = 59% or lower		

**Other Courses in the Business Major and Department:**

Please see the SRJC Business Dept website-

<https://bd.santarosa.edu/>

**Academic Senate Policy:**

Our class will follow all policies and procedures required by the Santa Rosa Junior College Academic Senate, the California Community Colleges system, and the laws of the City of Santa Rosa, County of Sonoma, the State of California, the United States of America, the United Nations, and generally respectful societal behavior. Patience, tolerance, and positivity are encouraged. <https://academicsenate.santarosa.edu/>

**Class Attendance:**

Students are expected to log-on regularly because class work is one of the necessary and important means of learning and of attaining the educational objectives of the institution.

There will be assigned deadlines for activities, assignments, quizzes, and tests that students are required to meet which are scheduled to keep students on-track with a prescribed schedule of learning but prior to the deadlines students may log on and study at anytime according to their own pace. If a deadline is missed students have the ability to make up the assignment but may incur a late penalty of 5% of the assignment

value. If the deadline was missed due to an appropriate excuse such as health, safety, technology, or legal issues please inform the instructor as soon as possible to sort out the matters.

### **Standards of Conduct:**

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. <https://student-conduct.santarosa.edu/>

Collaborating on or copying of tests or unauthorized assignments in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work.

### **Access and Accommodations:**

It is the mission of the Santa Rosa Junior College to support inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the Disability Resources Department (DRD). DRD is a resource for students that provides authorization for academic accommodations, training and access to assistive technology, and collaborates on strategies for academic success.

Disability Resources (707-527-4278) <https://drd.santarosa.edu/>

### **Student Disclosures of Sexual Violence:**

Title IX: Confidentiality and Responsible Employee Statement

Santa Rosa Junior College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Student Psychological Services (Santa Rosa Campus 707-524-1595/ Petaluma Campus 707-778-3919). For more information about reporting options and resources at Santa Rosa Junior College and the community, please visit <https://titleix.santarosa.edu/>