



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Fall	2008
Semester	Year

Title:

Accounting With Quickbooks

(limit to 50 characters including spaces)

Course Number:

BUS-108

Initiator:

J. Finnegan

Date Submitted:

5/22/2008

Units Min:

3.00

If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.
Units Max:

3.00

Lecture Hours:

3.00 to 3.00

Lab Hours:

0.00 to 0.00

Activity Hours:

0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Explain and demonstrate the dynamics of the accounting formula and accounting cycle.
2. Input transaction information in double entry format using QuickBooks.
3. Create and demonstrate how to use Journals and Ledgers.
4. Demonstrate command of the adjustment process.
5. Explain the structure, preparation, and relationship of the Income Statement, Retained Earnings Statement, and Balance Sheet.
6. Explain the difference between Cash and Accrual basis accounting.
7. Explain the design and components of the QuickBooks software.
8. Install software.
9. Set up a business's accounting system on accounting software.
10. Format a balance sheet using software.
11. Format an income statement using software.
12. Design and format a form or report using software.
13. Record cash and non-cash financing, investing and operating transactions on software.
14. Create projections and budgeting for revenues and expenses.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date