



## SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

<b>Course Number Course Name</b>	BA236 QUICKBOOKS
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	Use of prepared integrated business software, QuickBooks, to record business transactions and prepare financial statements for small businesses. Prerequisites: BA 221 or OA 135. (3, 3T+0S)
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ul style="list-style-type: none"> <li>· Start QuickBooks Pro Accounting</li> <li>· Identify parts of the screen</li> <li>· Set up QuickBooks</li> <li>· Work with lists</li> <li>· Enter sales and invoices</li> <li>· Customize forms</li> <li>· Enter payments, deposits, paying bills</li> <li>· Work with bank accounts</li> <li>· Analyze financial data</li> <li>· Track and pay sales tax</li> <li>· Create payroll</li> </ul>
<b>College-Wide Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li><b>2. Critical Thought</b></li> <li>3. Information Literacy</li> <li>4. Cultural Competence</li> </ol> <p>Outcome in Bold</p>