

QuickBooks

Course Design

2001-2002

Course Information

Organization:	Eastern Arizona College
Division:	Business
Course Number:	CMP 110R
Title:	QuickBooks
Credits:	0.5
Developed by:	Jeanne Bryce
Lecture/Lab Ratio:	.5/0
Transfer Status:	None
Extended Registration	
Class:	No
CIP Code:	52.0399
Assessment Mode:	Pre/Post Test (15 Questions, 15 Points)
Semester Taught:	Offered upon request
Gen. Ed. Area:	None
Separate Lab:	No
Awareness Course:	No
Intensive Writing	
Course:	No
Prerequisites:	1. None
Educational Value:	Training is specifically for use in business or personal management applications. The course work may apply as elective credit in Computer, Office Technology, and Business areas.
Goals:	1. The student will learn the operational techniques of QuickBooks.
Description:	Takes the students through the features of current QuickBooks to develop an introductory skill level for personal and vocational use.
Textbooks:	<i>Use of a training manual is provided.</i> This textbook is required.
Supplies:	A 3.5 floppy disk

Competencies and Performance Standards

1. Apply basic steps in QuickBooks.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner starts and exits QuickBooks successfully. • learner backs up, restores and records changes. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Start and exit QuickBooks successfully. Back up, restore and record changes. 	
2. Design a sample QuickBooks company.			
<i>Domain--Cognitive</i>	<i>Level--Synthesis</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner determines a start date. • learner enters name and address. • learner adds, edits and deletes accounts. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Determine a start date. Enter name and address. Add, edit and delete accounts. 	
3. Apply proper techniques to manipulate data.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner performs banking services such as check writing, making depositis, and statement reconciliation. • learner manipulates product/customer, vendor and inventory lists. • learner performs invoicing, inventory tracking, payroll and tax procedures. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Perform banking services such as check writing, making depositis, and statement reconciliation. Manipulate product/customer, vendor and inventory lists. Perform invoicing, inventory tracking, payroll and tax procedures. 	
4. Define common business terms.			
<i>Domain--Cognitive</i>	<i>Level--Knowledge</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner is familiar with terminology associated with common business/accounting. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Be familiar with terminology associated with common business/accounting. 	
5. Customize the data output.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner produces various business reports. • learner creates estimates, does time tracking and advanced job costing. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Produce various business reports. Create estimates, do time tracking and advanced job costing. 	

Types of Instruction

Classroom Presentation
Practical Exercises

Grading Policy

Evaluation Methods: Practical exercises are 25% of the final grade.
Post test is 75% of the final grade.

Grading Scale:

Grade	Requirement
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59-0%
P	70-100%

Learning Plans

Learning Plan 1-- QuickBooks

Overview: This course will be a combination of instruction and application. The student will follow along with the instructor as the technique is demonstrated. Once the student has successfully duplicated the instructor's directions, the student will complete a practice exercise at the end of each lesson.

- Competency:** 1. **Apply basic steps in QuickBooks.**
- Competency:** 2. **Design a sample QuickBooks company.**
- Competency:** 3. **Apply proper techniques to manipulate data.**
- Competency:** 4. **Define common business terms.**
- Competency:** 5. **Customize the data output.**

Learning Activities:

- _____ 1. COMPLETE pre test.
- _____ 2. LISTEN to lecture.
- _____ 3. OBSERVE demonstrations.
- _____ 4. PRACTICE demonstrations.

- Performance Assessment Activities:**
- _____ 1. COMPLETE practical exercises.
 - _____ 2. COMPLETE post test.