

STV95 : Quickbooks Automated Accounting

General Information

Author:	<ul style="list-style-type: none"> • Kimberli Perner • Dilucchio, Jane
Attachments:	DE Addendum_STV_095_COR_4:9:2025_CoDE_5:27:25.pdf Distance Education (DE) Individual Course Addendum Form - STV_95 (CE) COR 5:26:21 Code 6:13:21.pdf
Course Code (CB01) :	STV95
Course Title (CB02) :	Quickbooks Automated Accounting
Department:	STV
Proposal Start:	Spring 2026
TOP Code (CB03) :	(0702.10) Software Applications
CIP Code:	(11.0601) Data Entry/Microcomputer Applications, General.
SAM Code (CB09) :	D - Possibly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608732
Curriculum Committee Approval Date:	04/09/2025
Board of Trustees Approval Date:	06/17/2025
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 95 is an automated accounting program that uses QuickBooks software. In this introductory course, students input basic business information and transactions, such as entering customers/vendors and chart of accounts, writing checks, entering/paying bills and making deposits. Lecture/Demonstration 32 hours. Note: This course is Pass/ No Pass only.
Justification:	Content Change
Academic Career:	<ul style="list-style-type: none"> • Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> • In-Person • Remote • Hybrid
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> • Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

Program Status

Course Program Status (CB24)

Associated Program

Award Type

Active

Account Clerk II

Certificate of Completion

Fall 2026

Account Clerk II (Cert)

Certificate of Completion

Fall 2023 to Fall 2026

Dental Administrative Assistant (Cert) (In Development)

Certificate of Completion

Fall 2026

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 32

Total Course Out-of-Class Hours 0

Total Student Learning Hours 32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0
Total	32
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)

No Value

Specifications

Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Collaborative Learning
Methods of Instruction	Independent Study

Methods of Instruction	Demonstrations				
Out of Class Assignments	N/A				
Methods of Evaluation	Description of Activity/Interaction				
Exam/Quiz/Test	Online quiz				
Exam/Quiz/Test	One comprehensive final exam				
Textbook Rationale	The Computerized Accounting with QB (2020) is the most current edition.				
Textbooks	Author	Title	Publisher	Date	ISBN
	Kathleen Villani	Computerized Accounting with QB 2020	Paradigm	2020	9780763895822
Other Instructional Materials (i.e. OER, handouts)	No Value				

Learning Outcomes

Course Objectives

Create a company within QuickBooks.

Setup chart of accounts.

Record beginning balances.

Add customers and vendors to accounts.

Create employee and item account information.

Process cash payments and receipts.

Record accounts receivable transactions.

Record accounts payable transactions.

Prepare a bank reconciliation.

Manage purchase and sale of inventory.

SLOs

Create a company from scratch and set up a chart of accounts and beginning balances.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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Process accounts payable, accounts receivable, and cash transactions.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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Prepare inventory items and process inventory purchases and sales.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents. Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
<i>STV</i> Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Vendors (4 hours)

- Enter bills
- Add/edit and delete vendors
- Enter a bill
- Process a credit memo
- Paying a bill in full
- Partial payment of a bill
- Writing a check
- Vendor and financial reports
- Create an unpaid bills report
- Create a vendor balance detail report
- Create a journal report
- Work on chapter problem

Customers (4 hours)

- Invoices
 - Add/edit and delete customers
 - Make a deposit

- Process cash transaction
- Receive a payment for more than one invoice
- Receive a partial payment
- Receive a payment in full
- Create an invoice
- Create service revenue items
- Reports
 - Create an open invoices report
 - Create a customer balance detail report
 - Create a journal
- Work on chapter problem

Period-end Procedures (6 hours)

- Create customer records
 - Add/edit and delete a chart of account
 - Record a general journal entry
 - Create period end and financial reports
 - View the register
- Work on chapter problem

Inventory (4 hours)

- Items
 - Add/edit and delete items
 - Record a purchase and receipt of an inventory item
 - Record inventory purchases using write checks
 - Record a purchase and receipt of an inventory item for cash
 - Record a sale of an inventory item on account
 - Record a sale of an inventory item for cash
 - Record sales discounts
 - Adjust inventory quantity and value on hand
- Reports
 - Create inventory valuation report
 - Create stock status by item report
 - Create purchases by item detail report
- Work on chapter problem

New Company Set-Up (6 hours)

- Easy step set up
 - Create a new company using easy step wizard
 - Set up preferences
 - Set up income accounts
 - Set up expense accounts
 - Set up items
 - Set up inventory
 - Set up customers with beginning balances
 - Set up vendors with beginning balances
 - Add accounts with balances
- Reports
 - Create a trial balance
 - Create a journal report
- Work on chapter problem

Payroll Setup and Processing (4 hours)

- Payroll
 - Add payroll accounts
 - Add a salary and wage payroll item
 - Add employees
 - Pay employees
- Payroll and financial reports
- Work on chapter problem

Banking (4 hours)

- Transfer funds
- Reconcile
- Enter credit card charges
- Pay a credit card charge
- Work on Comprehensive final problem

Total hours: 32**Additional Information****Repeatability**

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value