

ACCT C107: ACCOUNTING WITH QUICKBOOKS

| Item | Value |
|------------------------------|---|
| Top Code | 050200 - Accounting |
| Units | 2 Total Units |
| Hours | 54 Total Hours (Lecture Hours 27; Lab Hours 27) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Grading Policy | Standard Letter (S), • Pass/No Pass (B) |

Course Description

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. ADVISORY: ACCT C100 or C101. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Demonstrate processing of basic business transactions using QuickBooks (online or desktop) accounting software for a service and merchandising business.
2. Prepare basic reports for a merchandising or service business using QuickBooks.

Course Objectives

- 1. Process basic business transactions using QuickBooks.
- 2. Input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, etc.
- 3. Prepare all primary financial statements.
- 4. Perform steps to set up a company using QuickBooks
- 5. Prepare and format reports for use in making business decisions.

Lecture Content

Basic Accounting Review Basic Accounting Accounting Cycle Journal Entries Posting and Trial Balance Financial Statements QuickBooks Manual vs. Computerized Accounting Software QuickBooks Operations Basics Installing QuickBooks and Company Files Company Files Vendors Vendor Introduction Vendor Center Recording Purchases and Credit Memos Recording Cash Payments Vendor Related Reports Customers Customer Introduction Customer Center Recording Sales Recording Cash Receipts Making Cash Deposits Customer Related Reports End of Period Procedures Journal Entries Introduction Chart of Accounts Adjusting Journal Entries Period-end Accounting Reports Accounting Reports and Financial Statements New Company Set Up Setting up a New Company Easy Step Interview QuickBooks Setup Windows Chart of Accounts set up and customization Customizing Lists and Centers Accrual Basis of

Accounting Accounting Reports and Financial Statements Banking – Reconciliations and Cash Processing Transferring Funds Reconciling Bank Cash Accounts Company Credit Cards Banking Related Reports QuickBooks – Online, Using the Cloud Product Description/Introduction Similarities and differences Basic transactions, Interface – skill sets replicated * Optional Payroll Set Up – Processing Payroll Options Payroll Processing Preferences Set Up for Manual Processing Payroll Item List and Reports

Lab Content

Skills Practiced and Demonstration.

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)
- Lab (04)
- DE Online Lab (04X)

Instructional Techniques

This course may be taught using multiple methods of support including classroom, video, audio, multi-media, and online strategies. Instructors utilize learning strategies including lectures; cooperative learning groups; written homework assignments; self-paced using textbooks, video lessons, audio segments, computer software, or online systems; demonstrations or discussions; presentations by students to software or online systems; demonstrations or discussions; presentations by students to the instructor or for class presentation; research projects; and journals and various types of assessment by quiz and exam, including open-ended, close-ended, multiple choice, and essay.

Reading Assignments

Students will read assigned textbooks and periodicals and will participate in class discussions.

Writing Assignments

Case Problems and Comprehensive Project.

Out-of-class Assignments

Case Problems, Individual and/or Group Comprehensive Project.

Demonstration of Critical Thinking

Completion of assigned comprehensive problem(s) that require significant knowledge accumulated during the course.

Required Writing, Problem Solving, Skills Demonstration

Exercises included in the quizzes and exams. To create a company using QuickBooks, to navigate and to generate reports.

Eligible Disciplines

Accounting: Masters degree in accountancy or business administration with accounting concentration OR bachelors degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND masters degree in business, business administration, business education, economics, taxation, or finance OR the equivalent. Masters degree required. (NOTE: A bachelors degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline)

Textbooks Resources

1. Required Villani, Kathleen. Computerized Accounting with QuickBooks 2015, 2016 ed. Paradigm Publishing Inc., 2016 Rationale: Rationale required-more than five years old. Legacy Textbook Transfer Data: Legacy text

Periodicals Resources

1. . Current Business magazines and Newspaper articles, Volume 2017

Software Resources

1. QuickBooks. Intuit, 2015 or higher ed. Most recent or currently used at college labs student version of the software is bundled with text purchase, purchased on their own, or free student access to software.

Other Resources

1. Coastline Library 2. USB 2.0 Flash Drive, 2.0GB