

# ACCT C111: ADVANCED QUICKBOOKS

Item	Value
Curriculum Committee Approval Date	10/22/2010
Top Code	050200 - Accounting
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
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

Advanced QuickBooks covers planning and budgeting; progress billing/job costing; file importing and exporting; customizing set up; and processing of inventory, payroll, and fixed assets in addition to reports and graphs for merchandising and manufacturing businesses. ADVISORY: ACCT C107. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Apply advanced features using QuickBooks accounting software.
2. Prepare customized reports and graphs for a merchandising or service business using QuickBooks.
3. Create a budget proposal using QuickBooks.
4. Import and export files and data using QuickBooks.

## Course Objectives

- 1. Perform analysis and comparisons after budgets and other financial reports are created.
- 2. Import and export files using QuickBooks.
- 3. Gather information from a client or employer and execute management accounting functions using QuickBooks.

## Lecture Content

Basic Accounting and QuickBooks Review Navigation and Keyboard Shortcuts Manual vs. Computerized Accounting Software Basic Accounting concepts through Financial Statements Help Resources New Company Set Up – Advanced Set Up with detail customization Create New Company File, Back-up and Restore Company Preferences, Company Lists and Centers, Opening Balances Accrual Basis Accounting Accountant Features – Client Services Components/Specific Features/ Menus Adjusting Journal Entries Multiple Users Investing, Financing and Non-cash Activities Memorizing Transactions and Reporting Online Cloud QuickBooks Components/Specific Features Reporting Financial Information Processing Accounting Tasks Industry Specific Editions Inventory Set-up Inventory features and lists Purchasing, Receiving, and Adjusting Inventory Amounts Sales Tax Purchase Orders Inventory Reports Payroll Processing - Intuit and Manual Processing Employee Center Paying Employees Payroll Taxes Sick and Vacation

Paid Time Payroll Reports Job-Costing – Manufacturing and Service Businesses Payroll/Time Sheet integration Record/Allocate resources and services Customer Bad Debt Write-offs Customer Statements and Reports Fixed Assets Fixed Asset Item List Depreciation calculations External Fixed Asset management Fixed Assets Reports Additional Reporting Activities Memorized and Customized Financial Reports Statement of Cash Flows Forms and Reports Importing and Exporting Files Budgets Set-up and Input of Budget Budgeted Financial Statements Evaluation of Performance and Financial Position Budget Reports Integration with Non-QuickBooks Software Office External Accounts Payable External Accounts Receivable Employee Time Processing Other - Industry Specific Software

## Method(s) of Instruction

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

## 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 customization of the company file and generate customized 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 Owen, Glenn. Using QuickBooks Accountant 2015, 14th ed. Cengage, 2016 Rationale: - 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.

### **Other Resources**

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