BOT 162.9B Course Outline as of Summer 2011

CATALOG INFORMATION

Dept and Nbr: BOT 162.9B   Title: QUICKBOOKS LEVEL 2
Full Title: QuickBooks Level 2
Last Reviewed: 8/27/2001

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0.50		Lecture Scheduled	8.00	2	Lecture Scheduled		16.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled		0
			Contact DHR	0		Contact DHR		0
			Contact Total	8.00		Contact Total		16.00
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 170.13

Catalog Description:
Students will use QuickBooks to create a QuickBooks company, work with lists and bill customers, manage accounts payable, work with payroll, create reports and perform file maintenance. Students will learn advanced features such as pass-through expenses, payroll setup, inventory, sales tax, estimates, tracking, adjustments and year-end procedures.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of BOT 162.9A (or BOT 162.9)

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will use Quickbooks to create a QuickBooks company, work with lists and bill customers, manage accounts payable and work with payroll, and create reports and perform file maintenance. (P/NP Only)
Prerequisites/Corequisites:
Recommended: Course Completion of BOT 162.9A (or BOT 162.9)

Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Students will be able to:
1. Manage reimbursable expenses (pass-through expenses).
2. Track and process payroll.
3. Set up inventory parts and handle all transactions involving them.
4. Track sales tax according to state and county regulations.
5. Prepare estimates for jobs, track estimates, and prepare invoices from estimates.
6. Track the time of employees, owners, and subcontracts for invoicing.
7. Prepare year-end forms for vendors according to IRS regulations.

Topics and Scope:

1. Pass-through Expenses
   a. Reimbursable exenses
   b. Two-sided items--custom ordered parts, tracking subcontractors
   c. Invoicing for billable time
2. Payroll--Setting Up and Using QuickBooks Payroll
   a. Setting up payroll
   b. Processing payroll
   c. Paying payroll liabilities
   d. Entering data in QuickBooks if you use a payroll service
   e. Payroll taxes
3. Inventory
   a. Setting up inventory accounts and items
   b. Selling inventory items
   c. Post receiving inventory, adjusting inventory, inventory reports
4. Sales Tax
   a. Setting up sales tax

    b. Collecting sales tax
    c. Paying and adjusting sales tax
5. Estimates and Time Tracking
    a. Creating estimates, trackng estimates, creating invoices from estimates
    b. Tracking employees' time on timesheets
    c. Passing time to payroll and invoicing
    d. Reports of time
6. Adjustments and Year-end Procedures
    a. 1099s
    b. Editing, voiding, and deleting transactions
    c. Journal entries, assets and depreciation
    d. Memorizing transactions
    e. Tracking loans
    f. Closing the year
    g. Importing and exporting data

Assignment:

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Analyzing financial information/software	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions	Skill Demonstrations 40 - 60%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation, staying on task.	Other Category 10 - 20%

Representative Textbooks and Materials:
Advanced QuickBooks Seminar Workshop, Sleeter Group Publishing, 2000