

BBK 53.2 Course Outline as of Fall 2023**CATALOG INFORMATION**

Dept and Nbr: BBK 53.2 Title: QUICKBOOKS LEVEL 2

Full Title: QuickBooks Level 2

Last Reviewed: 11/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BBK 85.6

Catalog Description:

In this course, students will learn advanced applications of QuickBooks accounting software. Topics include maintaining company books, preparing journal entries, creating reports, preparing budgets, creating and maintaining payroll, tracking tax information, preparing estimates, job costing, validating data, and year end closing procedures.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of BBK 53.1 and BBK 50

Limits on Enrollment:**Schedule of Classes Information:**

Description: In this course, students will learn advanced applications of QuickBooks accounting software. Topics include maintaining company books, preparing journal entries, creating reports, preparing budgets, creating and maintaining payroll, tracking tax information, preparing estimates, job costing, validating data, and year end closing procedures. (Grade or P/NP)

Prerequisites/Corequisites:

- C. Record depreciation
 - D. Determine payroll liabilities
 - E. Record adjusting journal entries
 - F. Correct errors
- III. Set Up a Budget
- A. Budget for customer jobs
 - B. Budget by month
 - C. Budget for fiscal year
- IV. Payroll Features
- A. Time tracking for payroll
 - B. Employee timesheets
 - C. Charging employee time to customer
 - D. Payroll expense and liability accounts
 - E. Add payroll items
 - F. W-2 tracking
 - G. Employee expense accounts
 - H. 1099 tracking
- V. Track Tax Information
- A. Sales tax
 - B. Local taxes
- VI. Prepare Estimates
- A. Create an estimate for job time and inventory or products
 - B. Create alternative estimates for the same job
 - C. Convert estimate to an invoice
- VII. Customize Forms
- VII. Use QuickBooks Letters
- IX. Special Transactions
- A. Voiding and deleting
 - B. Memorizing transactions
 - C. Handling bounced checks
- X. Analyze Profitability and Cash Flow, and Prepare Various Financial Reports
- A. Balance sheet
 - B. Profit and loss (income statement)
 - C. Cash flow statement
 - D. Comparison to prior month, quarter, year, etc.
 - E. Projected cash flow
 - F. Job estimate versus actual
 - G. Job profitability
 - H. Other reports deemed appropriate by instructor
- XI. Close Books at Year End
- A. Pros and cons
 - B. Setting closing date and password

All topics are covered in both the lecture and lab parts of the course.

Assignment:

Problem-Solving Assignments:

1. Assigned reading
2. Troubleshoot and problem solve various scenarios
3. Bookkeeping and accounting computer exercises and problems (Lab)
4. Calculate sales tax and payroll (Lab)

5. Comprehensive computer problems

Skill Demonstration Assignments:

1. Create business reports including profit & loss and cash flow reports (Lab)
2. Complete comprehensive project

Examination Assignments:

1. Quizzes
2. Exams

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.

Troubleshoot and problem solve various scenarios; bookkeeping and accounting exercises and problems; calculate sales tax and payroll; comprehensive computer problems;

Problem solving
20 - 70%

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

Create business reports including profit and loss and cash flow reports; comprehensive project

Skill Demonstrations
20 - 70%

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

Exams; quizzes

Exams
5 - 25%

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

Attendance and participation

Other Category
0 - 10%

Representative Textbooks and Materials:

Comprehensive QuickBooks Online. Patricia Hartley. Labyrnith Learning. 2023.
Instructor prepared materials

