

**BBK 53.2 Course Outline as of Spring 2018****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:**

Advanced applications of QuickBooks accounting software for the office professional. Topics include setting up company books, preparing journal entries, creating reports, budgeting, advanced payroll features, tracking tax information, preparing estimates, job costing, maintaining data, solving problems 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: Advanced applications of QuickBooks accounting software for the office professional. Topics include setting up company books, preparing journal entries, creating reports, budgeting, advanced payroll features, tracking tax information, preparing estimates, job costing, maintaining data, solving problems and year end closing procedures. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Completion of BBK 53.1 and BBK 50

Limits on Enrollment:

Transfer Credit: CSU;

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Spring 1999	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Establish, modify, and maintain a complete set of books for a small business.
2. Use advanced features such as estimates, time tracking, memorizing transactions, budgets, QuickBooks letters, and year-end closing.
3. Prepare financial statements and reports.

### **Objectives:**

Upon completion of the course, students will be able to:

1. Ascertain necessary data to compile a set of books for a small business.
2. Customize and configure QuickBooks in order to run a business.
3. Develop a business budget and prepare the necessary documents.
4. Analyze needs of a small business and prepare customized forms including estimates and invoices as well as account for all cash transactions.
5. Develop means of analyzing profitability and cash flow.
6. Decide what information will be necessary for formal reports for presentation to management, owners, lenders, and other users of financial reports.

### **Topics and Scope:**

- I. Research Data to Set Up Books for a Company
  - A. Choose a start date
  - B. Determine company name and address
  - C. Establish state and federal identification numbers
- II. Enter Data to Set Up a Company
  - A. Select a chart of accounts
  - B. Check account balance
  - C. Develop customer and vendor lists

- D. Add assets and liabilities
- III. Use the General Journal for Special Transactions
  - A. Opening balance of equity accounts
  - B. Sell an asset
  - C. Record depreciation
  - D. Determine payroll liabilities
  - E. Record adjusting journal entries
  - F. Correct errors
- IV. Set Up a Budget
  - A. Budget for customer jobs
  - B. Budget by month
  - C. Budget for fiscal year
- V. Perform Advanced 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
- VI. Tracking Tax Information
  - A. Sales tax
  - B. Local taxes
- VII. Preparing 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
- VIII. Customizing Forms
- IX. Using QuickBooks Letters
- X. Special Transactions
  - A. Voiding and deleting
  - B. Memorizing transactions
  - C. Handling bounced checks
- XI. 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
- XII. Closing 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:**

Lecture Related Assignments:

1. Troubleshoot and problem solve various scenarios
2. Final comprehensive project such as establishing a set of books, recording various transactions, preparing reports, and year-end closing procedures
3. Read 20 to 40 pages per week
4. Comprehensive projects (2 - 5)
5. Quizzes and exams (1 - 3)

#### Lab Related Assignments:

1. Completion of exercises including a series of simulated bookkeeping and accounting procedures
2. Calculate sales and payroll taxes
3. Develop small business reports including profitability and cash flow reports
4. Complete approximately 15 computer problems

#### 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.

Bookkeeping and accounting exercises, troubleshoot problems, comprehensive computer problems

Problem solving  
20 - 70%

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

Comprehensive project and business reports

Skill Demonstrations  
20 - 70%

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

Quizzes and exams

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:

Get Smart With QuickBooks 2015. Technical Learning Resources. 2014  
QuickBooks 2015, The Guide. McGraw-Hill. 2015

Instructor prepared materials