BBK 53.1 Course Outline as of Fall 2026

CATALOG INFORMATION

Dept and Nbr: BBK 53.1 Title: QUICKBOOKS LEVEL 1
Full Title: QuickBooks Level 1
Last Reviewed: 9/8/2025

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 85.4

Catalog Description:
Students will train in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, working with lists, recording sales and purchases, managing inventory, tracking sales tax, banking procedures, and preparing financial reports.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will train in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, working with lists, recording sales and purchases, managing inventory, tracking sales tax, banking procedures, and preparing financial reports. (Grade or P/NP)
Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1998	Inactive:	
UC Transfer:		Effective:		Inactive:	

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 and maintain a set of accounting books for a small business using QuickBooks software.
2. Record a variety of transactions including sales, sales tax, cash receipts, banking, and inventory using QuickBooks software.
3. Prepare financial reports using QuickBooks software.

Objectives:
At the conclusion of this course, the student should be able to:
1. Set up and maintain a set of accounting books for a company or individual.
2. Work with products and lists.
3. Track inventory.
4. Record sales and purchases.
5. Perform banking functions.
6. Record sales tax.
7. Produce financial reports.

Topics and Scope:

I. Initial Setup of Company Books
   A. Interview method of company setup
   B. Select business entity
   C. Select start date
   D. Update chart of accounts
II. Creating and Editing Lists
   A. Sales tax items and list
   B. Customer and vendor lists

C. Chart of accounts
III. Recording and Reporting Inventory
A. Purchase orders
B. Entering bills and pay bills functions
C. Creating stock status reports
IV. Recording and Reporting Sales
A. Invoicing customers
B. Sales receipts and cash sales
C. Reporting sales and customer balances
V. Making and Receiving Payments and Banking
A. Receiving and applying customer payments
B. Writing checks
C. Transferring funds between accounts
D. Making deposits
E. Reconciling bank accounts
F. Importing bank feeds
VI. Recording and Reporting Sales Taxes
A. Adding and editing sales tax items
B. Marking items and customers as taxable or non-taxable
C. Applying sales tax to invoices
VII. Preparing Financial Reports
A. Income statement, balance sheet, and others
B. Trial balance, account listing, and transaction detail
C. Journal reports
D. Customer and vendor balances

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

Assignment:

Assigned reading

Problem-Solving Assignments using QuickBook software:
1. Analyze information to enter transactions for cash, accounts receivable, accounts payable, and inventory
2. Complete accounting and bookkeeping computer problems (Lab)

Skill Demonstrations Assignments:
1. Record various bookkeeping transactions (Lab)
2. Set up and maintain general ledger accounts (Lab)
3. Generate appropriate accounting reports (Lab)
4. Complete comprehensive projects

Exams:
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.

Analyze information to enter transactions involving cash, accounts receivable, accounts payable, and inventory; complete accounting and bookkeeping computer problems	Problem solving 20 - 70%

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

Record various bookkeeping transactions; set up and maintain general ledger accounts; generate accounting reports; complete comprehensive projects	Skill Demonstrations 20 - 70%

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

Quizzes; 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:
Comprehensive Quickbooks Online. Patricia Hartley. Labyrinth Leaning. 2024-2025 (current academic year version)

Instructor prepared materials