

BBK 53.2 Course Outline as of Spring 2003**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	2.00	17	Lecture Scheduled	34.00
Minimum	1.50	Lab Scheduled	3.00	2	Lab Scheduled	51.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	85.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 68.00

Total Student Learning Hours: 153.00

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, estimating job costing, maintaining data, solving problems and year end closing procedures.

Prerequisites/Corequisites:**Recommended Preparation:**

Completion of BBK 53.1 or equivalent knowledge.

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, estimating job costing, maintaining data, solving problems and year-end closing procedures. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Completion of BBK 53.1 or equivalent knowledge.

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:	Spring 1999	Inactive:
----------------------	--------------	-------------------	-------------	------------------

UC Transfer:	Effective:	Inactive:
---------------------	-------------------	------------------

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The student will be able to:

1. Ascertain necessary data to compile a set of books for a small business.
2. Customize and configure QuickBooks program 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 of doing business.
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:

1. 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
2. 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
3. USE THE GENERAL JOURNAL FOR SPECIAL TRANSACTIONS
 - A. Open balance of equity accounts

- B. Sell an asset
- C. Calculate depreciation
- D. Determine payroll liabilities
- 4. SET UP A BUDGET
 - A. Budget for customer jobs
 - B. Budget by department or location
 - C. Budget for fiscal year
- 5. 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. Time tracking for independent contractors
 - I. 1099 tracking
- 6. TRACKING TAX INFORMATION
 - A. Sales tax
 - B. Local taxes
- 7. PREPARING ESTIMATES
 - A. Create an estimate for job time and inventory or products
 - B. Create alternative estimates for the same job
- 8. ANALYZE PROFITABILITY AND CASH FLOW, AND PREPARE VARIOUS FINANCIAL REPORTS
 - A. Balance sheet
 - B. Profit and loss (income statement)
 - C. Cash flow statement (indirect method)
 - 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

Assignment:

Completion of exercises including a series of simulated bookkeeping and accounting procedures. Troubleshoot and problem solve various scenarios. Prepare required tax forms and schedules. Develop small business reports including profitability and cash flow reports. Final comprehensive project such as establishing a set of books, recording various transactions, preparing reports, and year-end closing procedures.

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.

Homework problems, Quizzes

Problem solving
20 - 50%

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

Class performances, Performance exams

Skill Demonstrations
20 - 50%

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

Multiple choice, True/false

Exams
10 - 30%

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

Class participation.

Other Category
10 - 20%

Representative Textbooks and Materials:

Get Smart With QuickBooks 2002, Technical Learning Resources, 2002

QuickBooks 2002 The Official Guide, Quicken Press, 2001.

Computerized Accounting With QuickBooks Pro 2000, Janet Horne, 2000