

Course Syllabus

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BBK 53.1 QUICKBOOKS, LEVEL 1 * Spring 2018

Section 5303



Welcome

If you are viewing this page, you have successfully registered for the class and used your username and password. Congratulations.

Course Description

Duration: January 17 to March 18 (9 weeks)

Units: 1.5

Grade Code: Graded course with P/NP option

Transferability: CSU

Prerequisites: None

[Course Dates](#)

Course Content and Objectives

We will be completing 15 chapters in the textbook.

1. Set up a company
2. Work with lists
3. Set up and record inventory transactions
4. Record sales of services and products
5. Process payments and work with bank accounts
6. Enter and pay bills
7. Customize forms
8. Use “Other” accounts
9. Create reports and graphs
10. Using other Quickbooks Accounts
11. Create financial reports
12. Create graphs
13. Set up payroll items

Student Outcomes

Students will be able to:

- Set up and maintain a set of books for a company or individual
- Set up and track inventory
- Record sales and purchases
- Perform banking functions
- Produce financial reports

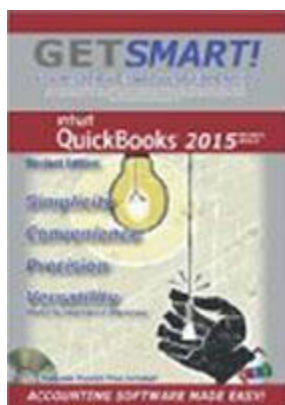
Attendance

Although this is an online course, your “attendance” in class is required. The factors that make up “Attendance” include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates as stated on the Class Schedule.

- It is the student’s responsibility to opt for a P/NP grade.
- It is the student’s responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not checked in, contacted the instructor, or posted to the Message Board by January 24, will be dropped by the instructor as “No Shows.”

Textbook and Materials

The required textbook is Get Smart with QuickBooks 2015 for Microsoft Windows. The text comes with a 160-day trial version of QuickBooks 15. Please be aware that you can NOT use earlier versions of the QB software with more recent editions of the textbook because you will not be able to open the training files for each lesson.



Hardware and Software

You will need a PC to complete this class. Yes, there is a MAC version of Quickbooks, but the student files that come with the textbook are Windows PC only and cannot be used on a MAC. Both the student files and the Quickbooks trial version come with a disk.

If you do not have a disk drive in your computer, you may have to buy an external CD drive at Staples for \$20. If you have a laptop, you may be able to download the QB from the lab in Santa Rosa or Petaluma. Let me check on that. The student files can be downloaded from the publisher site. Follow the installation and use directions found in the “Before You Get Started” portion of the text (the pages with Roman numerals).

We will use QuickBooks 2015 (Pro, Premiere, or Accountants edition). You could use the 160-day trial version that works very well, or usually Costco has a good price on QB software as well. Or you could obtain a copy by calling 888-246-8848 (or order online at 222.intuit.com or quickbooks.com).

Important: The sample data file from the back of the textbook does NOT contain the QB software. The QB software must be installed separately.



Each assignment is worth 10 points and will be individually graded. If there are errors, you can resubmit for full credit. There will be three quizzes in this class. The mid-term project is worth 35 points, and the final project is worth 52 points.

All students are expected to do their own work and save documents to their individual storage device.

Percentages:

90% - 100% A

80% to 89% B

70% to 79% C

69% to 69% D

00% to 59% F



What's next?

Getting Started? Go to the Modules List link below and click on Lesson 1. You will need to read the lectures in each lesson before you go to assignments, discussions or quizzes.