

BBK 53.1 Course Outline as of Fall 2017**CATALOG INFORMATION**

Dept and Nbr: BBK 53.1 Title: QUICKBOOKS

Full Title: QuickBooks Level 1

Last Reviewed: 4/24/2017

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:

Training in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, payroll setup, working with lists, recording sales and purchases, inventory, tracking sales tax, banking procedures and financial reports.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Training in the use of QuickBooks software for personal and business applications. Topics include information gathering, setting up accounts, payroll setup, working with lists, recording sales and purchases, inventory, tracking sales tax, banking procedures and financial reports. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

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:

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

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

Objectives:

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

1. Set up and maintaining a set of books for a company or individual.
2. Work with items and lists.
3. Track inventory.
4. Record sales and purchases.
5. Perform banking functions.
6. Record sales tax.
7. Set up basic payroll.
8. Produce financial reports.

Topics and Scope:

- I. Initial Setup of Company Books
 - A. "Interview" versus "skip interview" method
 - B. Select business entity
 - C. Select start date
 - D. Select chart of accounts
- II. Creating and Editing Lists
 - A. Sales tax items and list
 - B. Customer and vendor lists
 - C. Chart of accounts

- D. Employee
- III. Recording and Reporting Inventory
 - A. Purchase orders
 - B. Receiving items with or without bill
 - C. Entering bills and pay bills functions
 - D. 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
- VI. Recording and Reporting Sales Taxes
 - A. Adding and editing sales tax items
 - B. Grouping sales tax items
 - C. Marking items and customers as taxable or non-taxable
 - D. Applying sales tax to invoices
- VII. Setting Up Basic Payroll
 - A. Adding and editing employees
 - B. Adding and editing payroll items
 - C. Converting system to calculate payroll manually
- VIII. Preparing Financial Reports
 - A. Income statement, balance sheet, and others
 - B. Trial balance, account listing, transaction detail
 - C. Preparing and reporting journal entries
 - C. Customer and vendor balances
- IX. Creating Graphs
 - A. Creating QuickInsight graphs
 - B. Using QuickZoom
 - C. Working with sales graph
 - D. Customizing and printing graphs

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

Assignment:

Lecture Related Assignments:

1. Reading 20 to 30 pages per week
2. Analyze information using graphs, summary and detail level information for cash, collections, and payments
3. Comprehensive projects (2 - 5)
4. Quizzes and exams (1 - 3)

Lab Related Assignments:

1. Record various sales and purchase transactions
2. Set up and maintain accounts receivable and accounts payable ledgers
3. Set up and maintain payroll
4. Set up and maintain inventory

5. Generate appropriate accounting reports
6. 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.

Computer problems

Problem solving
20 - 70%

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

Set up and maintain accounts, create reports and projects

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
Instructor prepared materials