

**BBK 53.1 Course Outline as of Fall 2005****CATALOG INFORMATION**

Dept and Nbr: BBK 53.1 Title: QUICKBOOKS

Full Title: QuickBooks Level 1

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 85.4

**Catalog Description:**

Recording and reporting typical transactions for a small business using Quickbooks software.

**Prerequisites/Corequisites:****Recommended Preparation:**

Basic ability to use a Windows-based computer.

**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, working with lists, recording sales and purchases, banking procedures and financial reports. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Basic ability to use a Windows-based computer.

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:	Fall 1998	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will be able to:

1. Set up and maintain a set of books for a company or individual
2. Use the payroll features
3. Record sales and purchases
4. Perform banking functions
5. Produce financial reports

### **Topics and Scope:**

1. Information needed to set up the books
2. Set up and refine the books to meet specific needs
3. Work with lists
4. Banking procedures
5. Using input forms
6. Using general journal
7. Posting to ledgers
8. Generate financial reports
9. Use computerized payroll features to track deductions and taxes

### **Assignment:**

1. Set up books
2. Record various sales and purchase transactions
3. Set up and maintain Accounts Receivable and Accounts Payable ledgers
4. Set up and maintain payroll
5. Set up and maintain inventory
6. Generate appropriate reports
7. Analyze information on graph, summary, and detail level for cash, collections, and payments

## 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.

Quizzes

Problem solving  
20 - 50%

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

Analyzing financial information/software

Skill Demonstrations  
10 - 50%

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

Multiple choice, True/false, Completion

Exams  
10 - 50%

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

None

Other Category  
0 - 0%

## Representative Textbooks and Materials:

QUICKBOOKS IN THE CLASSROOM VERSION 5, Technical Learning Resources  
1998