QuickBooks Pro is a Business Accounting course designed to assist the student and entrepreneur interested in using the computer to keep accounting books in good order and in making sound business decisions based on financial reports. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:

Computer information systems (computer network installation, microcomputer technology, computer applications)

Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]

Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)

Computer Business Applications(Certificate of Achievement)

Computer Business Applications(Associates in Arts)

Computer Business Applications(Asociate in Arts)

Computer Business Applications(Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. create and manage customer invoices and credits, record payments, make deposits, and create customer and receivable reports.
2. enter and manage transactions for banking and reconcile accounts.
3. describe and define setup procedures for customers and vendors.
4. set up items to manage products, services, tax codes, other charges, and inventory items.
5. demonstrate setting up the chart of accounts for assets, liabilities, equity, income and expense accounts.
6. demonstrate setting up the preferences for a new company.
7. demonstrate restoring QuickBooks portable and backup data files.
8. create business and financial reports.
9. create and manage vendor’s bills and credits; pay bills, and create vendors and payable reports.
10. demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.

COURSE OBJECTIVES:

1. Demonstrate restoring QuickBooks portable and backup data files.
2. Demonstrate setting up the preferences for a new company.
3. Demonstrate setting up the chart of accounts for assets, liabilities, equity, income and expense accounts.
4. Set up items to manage products, services, tax codes, other charges, and inventory items.
5. Describe and define setup procedures for customers and vendors.
6. Enter and manage transactions for banking and reconcile accounts.
7. Create and manage customer invoices and credits, record payments, make deposits, and create customer and receivable reports.
8. Create and manage vendor’s bills and credits; pay bills, and create vendors and payable reports.
9. Create business and financial reports.

COURSE CONTENT:

LECTURE CONTENT:

A. Introduction to Quickbooks Pro
   1. Installing the QuickBooks software
   2. Opening QuickBooks data files
   3. Describing the features of several editions of the QuickBooks software
   4. Describing some of the basic principles of accounting
   5. Installing QuickBooks releases
   6. Understanding how to use navigators, menus, icon bars, and the shortcut list in QuickBooks.
   7. Using QuickBooks help and support

B. Managing Revenues
   1. Setting up customer records in the Customer Job list
   2. Recording sales receipts
   3. Using undeposited funds account to track cash receipts
   4. Recording invoices and payments from customers
   5. Recording bank deposits of cash, check, and credit card receipts
   6. Processing customer returns and credits
   7. Writing off customer invoices (recording bad debts)
   8. Creating and printing customer statements
   9. Assessing finance charges
   10. Creating sales reports

C. Managing Expenses
   1. Setting up vendors in the vendor list
2. Understanding how to use classes in QuickBooks
3. Using QuickBooks for job costing
4. Entering expense transactions in several different ways
5. Managing accounts payable transactions
6. Printing checks
7. Voiding Checks
8. Tracking loans using the QuickBooks Loan Manager
9. Creating and applying vendor credits
10. Handling deposits and refunds from vendors
11. Tracking petty cash
12. Tracking credit card charges and payments
13. Creating reports about vendor transactions

D. Bank Reconciliation
   1. Reconciling checking accounts
   2. Creating bank reconciliation reports
   3. Finding errors during reconciliation
   4. Correcting errors found during reconciliation
   5. Making corrections when QuickBooks automatically adjusts the balance in a bank account
   6. Handling bounced checks
   7. Reconciling credit card accounts and recording a bill for later payment
   8. Setting the Beginning Balance field on bank reconciliations for new accounts

E. Reports and Graphs
   1. Describing several types of QuickBooks reports
   2. Setting QuickBooks preferences for cash or accrual basis reports
   3. Creating several different accounting reports
   4. Creating several different business management reports
   5. Creating graphs
   6. Customizing the look of reports and filtering the data on reports
   7. Memorizing and grouping reports
   8. Processing and printing multiple reports in batches
   9. Printing reports
   10. Using the Find command to find transactions
   11. Using QuickZoom to see the “numbers behind the numbers” on reports
   12. Exporting reports to spreadsheets for further analysis

LABORATORY CONTENT:

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:
C. Online:
D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
Reading Assignments

Introduction to QuickBooks Pro 2005
The Sleeter Group, Inc.
2005

(weekly assignments)

Out-of-class Assignments

The final project will consist of setting up a fictitious company from scratch.

Writing Assignments
Computer projects and hands-on lab assignments are required weekly.

METHODS OF STUDENT EVALUATION:
Final Exam
Short Quizzes
Written Assignments
Projects (ind/group)
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
1. Choosing and creating a business accounting system. 2. Creating lists for accounts, customers, vendors and items. 3. Entering business transactions for cash and credit customers and vendors. 4. Creating income statements and balance sheets. 5. Analyzing data for better business decisions.

Required Writing, Problem Solving, Skills Demonstration:

Computer projects and hands-on lab assignments are required weekly.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Online Content

LIBRARY:
Adequate library resources include:

Comments:

Attachments:

Attached Files