This course teaches students to use QuickBooks for general accounting and reporting purposes, payroll, cash and treasury functions, as well as management of receivables and payables. Banking transactions, journal entries, monthly adjustments, and preparation of financial statements will be covered.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**
- ACCT G100: Introduction to Accounting
- ACCT G101: Financial Accounting

**ASSIGNED DISCIPLINES:**
- Accounting

**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] Entrepreneurship and Small Business Management(Certificate of Achievement) Staff Accountant(Certificate of Achievement)

**GE AND TRANSFER REQUIREMENTS MET:**
- CSU Transfer Course
  - A. Transfers to CSU
- Degree Applicable
  - AA Degree Applicable
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, and issuing credit memos and refunds.
2. prepare all primary financial statements.
3. set up a company in QuickBooks.
4. prepare and format reports for use in making business decisions.

COURSE OBJECTIVES:

1. perform steps to set up a company in QuickBooks.
2. input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, and issuing credit memos and refunds.
3. prepare all primary financial statements.
4. prepare and format reports for use in making business decisions.

COURSE CONTENT:

LECTURE CONTENT:

A. Getting started with QuickBooks
   1. An interactive tour of the software
   2. Preparation of balance sheets
   3. Preparation of income statements
   4. Preparation of statements of cash flow
   5. Creating management reports
B. Setting up a business accounting system
   1. Customer and vendor lists
   2. Employee list
   3. Chart of accounts
C. Cash oriented business activities
   1. Financing activities
   2. Investing activities
   3. Operating activities, including payroll
D. Additional business activities
   1. Additional financing, investing and operating activities
   2. Non-cash investing and financing activities
E. Adjusting entries
   1. Accruals of revenue and expenses
   2. Recording expiration of assets
   3. Adjusting unearned revenue
   4. Bank reconciliation
F. Budgeting
   1. Budgeting for specific revenue and expenses
   2. Budgeting for assets, liabilities, and owners’ equity
G. Reporting business activities
   1. More on creation of income statements and balance sheets
   2. Graphs
   3. More on reports
   4. Exporting reports to Microsoft Excel
   5. Job costing
H. Miscellaneous topics
   1. Security settings and built in controls
   2. Online banking
   3. Use of QuickBooks with other software products
   4. Tax considerations
METHODS OF INSTRUCTION:
   A. Lecture:
   B. Online:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Reading Assignments
   Text
   Out-of-class Assignments
   Case problems.
   Writing Assignments
   Case problems.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration
   Demonstration of Critical Thinking:
   Completion of assigned comprehensive problem(s) that require significant knowledge accumulated during the course.
   Required Writing, Problem Solving, Skills Demonstration:
   Assigned questions, problems, and case problems.

TEXTS, READINGS, AND RESOURCES:
TextBooks:

LIBRARY:
   Adequate library resources include:

   Comments:

Attachments:
   Attached Files