

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

ACCT 100 - QuickBooks Pro-Computerized Accounting

2 Unit(s)

Prerequisite(s): ACCT 2 or ACCT 20

Recommended Prep: Reading Level IV; English Level III; Math Level II

Transfer Status: NT

34 hours Lecture

17 hours Lab

This course provides a transition from a manual accounting system to a typical computerized system. The objective is to collect, summarize and communicate information to decision makers and users via QuickBooks Pro accounting software. Typical documents produced consist of purchase orders, checks, invoices, deposit slips, job cost reports, financial statements, bank reconciliations, payroll tax returns and 1099 forms.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Demonstrate proficiency with QuickBooks Pro software by recording various business transactions using QuickBooks Pro.
- B. Set up a new or existing business' accounting records on QuickBooks Pro.
- C. Explain the underlying accounting concepts when recording transactions.
- D. Determine and produce the type of report or document needed for a business transaction.
- E. Analyze and adjust/correct data so that reports are accurate.
- F. Employ organizational skills to aid in the management of a small business.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Overview of QuickBooks Pro	3.00
2. Chart of Accounts	3.00
3. Banking	3.00
4. Customer and Sales	3.00
5. Vendors, Purchases and Inventory	3.00
6. Employees and Payroll	3.00
7. Reports and Graphs	3.00
8. Creating a Service Company with QuickBooks Pro	4.00
9. Accounting for a Service Company	3.00
10. Merchandising Corporation: Sales, Purchases & Inventory	3.00
11. Merchandising Corporation: Payroll	3.00
Total Hours	34.00

Lab

<u>Topics</u>	<u>Hours</u>
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1. Overview of QuickBooks Pro	2.00
2. Chart of Accounts	1.50
3. Banking	1.50
4. Customer and Sales	1.50
5. Vendors, Purchases and Inventory	1.50
6. Employees and Payroll	1.50
7. Reports and Graphs	1.50
8. Creating a Service Company with QuickBooks Pro	1.50
9. Accounting for a Service Company	1.50
10. Merchandising Corporation: Sales, Purchases & Inventory	1.50
11. Merchandising Corporation: Payroll	1.50
Total Hours	17.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Class Activities
- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Discussion
- F. Multimedia Presentations

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Quizzes
- C. Homework
- D. Class participation
- E. Lab Projects
- F. In-class assignments
- G. Practice sets

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Use QuickBooks' help function to obtain information about backup and portable files. Print and read the information. Be prepared to discuss the differences between backup and portable files.
 - 2. Read the Banking chapter and take the multiple choice quiz online. Be prepared to discuss the need for bank reconciliations and how QuickBooks' bank reconciliation process differs from manually preparing a bank reconciliation.
- B. Writing Assignments
 - 1. Prepare a 3 page report to summarize the ratio analysis performed on Rock Castle Construction and explain your recommendations based on this analysis.
 - 2. Prepare a 2 page memo explaining which payroll service Rock Castle Construction should use (Basic Payroll, Enhanced Payroll, or Assisted Services). Be sure to address the price of each service, the features, and the need in order to give an informed and convincing recommendation.
- C. Out-of-Class Assignments
 - 1. Prepare a vertical analysis of Motor Company's balance sheet. Print and bring to class. Be

- prepared to discuss which items warrant further investigation.
2. Prepare paychecks for Larry's Landscaping Co. using Quickbooks. After preparing the paychecks, export the payroll summary to Excel and e-mail it the instructor.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Kay, D.. Computer Accounting with QuickBooks Pro 2012. 14th Edition. McGraw-Hill Irwin, 2012.

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