

Las Positas College
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Course Outline for BUSN 61

INTRO. TO QUICKBOOKS ACCTG

Effective: Fall 2012

I. CATALOG DESCRIPTION:

BUSN 61 — INTRO. TO QUICKBOOKS ACCTG — 1.50 units

Introduction to the use of QuickBooks accounting software to process transactions related to a service company. Specific topics include using company files, sales and receivables, payables and purchases, end of period transactions and payroll. Transactions include journalizing, adjusting entries, closing entries, bank reconciliation and preparing financial statements.

1.00 Units Lecture 0.50 Units Lab

Strongly Recommended

BUSN 51 - General Accounting

BUSN 1A - Financial Accounting
with a minimum grade of C

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	18.00
Lab Hours:	27.00
Total Hours:	45.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

- A. BUSN51
- B. BUSN1A

IV. MEASURABLE OBJECTIVES:

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

- A. use QuickBooks to establish a company, input data, and backup and save company files and information;
- B. prepare invoices and keep track of customer payments;
- C. pay bills and enter billing information with and without an accounts payable register;
- D. accurately input end-of-period transactions;
- E. process employee payroll and related payroll taxes; and
- F. generate financial statements, graphs and/or reports for all of the above objectives.

V. CONTENT:

- A. Introduction to Computers and QuickBooks
 - 1. Using computers
 - 2. Using QuickBooks
 - 3. Establishing company files
 - 4. Managing the chart of accounts
 - 5. Saving files and exiting QuickBooks
- B. Sales and Receivables: Service Business
 - 1. Accounting for sales and receivables
 - 2. Entering sales on accounts
 - 3. Working with invoices
 - 4. Collecting payments and managing customer records
 - 5. Analyze sales and prepare graphs
- C. Payables and Purchases: Service Business
 - 1. Accounting for payables and purchases
 - 2. Paying bills and the accounts payable register
 - 3. Dealing with petty cash

4. Writing and recording checks
5. Analyze payables and prepare graphs
- D. General Accounting and End-of-Period Procedures: Service Business
 1. Dealing with accounts
 2. Owner investment and withdrawals
 3. Preparing bank reconciliations
 4. Preparing the trial balance and post closing trial balance
 5. Printing financial statements
 6. Formatting and printing reports both old and new
- E. Payroll
 1. Creating and printing paychecks
 2. Preparing employee earnings summary reports
 3. Paying taxes
 4. Printing and preparing federal tax forms
 5. Preparing and previewing employee W2 forms

VI. METHODS OF INSTRUCTION:

- A. Module instructions and summaries
- B. Hands-on opportunities using computer and software
- C. Mini lectures and demonstrations
- D. Software simulation using practice companies

VII. TYPICAL ASSIGNMENTS:

- A. Record customer sales
 1. Enter both cash sales and sales on account into QuickBooks
 2. Generate and print an accounts receivable report
 3. Verify account balances to check numbers
- B. Prepare financial statements
 1. Complete all stages of the accounting cycle for a service company
 2. Verify accuracy and prepare adjusted trial balance
 3. Prepare and print financial statements

VIII. EVALUATION:

A. **Methods**

1. Quizzes
2. Other:
 - a. In class module assignments
 - b. Final exam or comprehensive problem
 - c. Blackboard discussions

B. **Frequency**

1. Quizzes given at end of each chapter
2. In class assignments for for each module
3. Final exam or comprehensive problem at end of class

IX. TYPICAL TEXTS:

1. Horne, J. (2011). *QuickBooks Pro 2010*. Upper Saddle River, NJ: Pearson/Prentice Hall.
2. Yacht, Carol and Susan Crosson (2010). *QuickBooks Pro 2010 Essentials*. Columbus, OH: McGraw Hill.
3. Kay, D. (2012). *computer Accounting with QuickBooks 2011* (13th ed.). Colombus, OH: McGraw Hill.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Removable storage medium, such as a USB Flash Drive
- B. PC type computer with Internet access, email and Excel