

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for BUSN 61

INTRO. TO QUICKBOOKS ACCTG

Effective: Fall 2009

I. CATALOG DESCRIPTION:

BUSN 61 — INTRO. TO QUICKBOOKS ACCTG — 1.50 units

Introduction to the use of QuickBooks Accounting to process transactions related to both a service and merchandising company. Transactions include journalizing, posting, adjusting entries, closing entries and preparing financial statements. Specific topics include receivables, payables, inventory, plant assets and payroll.

1.50 Units Lecture

Strongly Recommended

BUSN 1A - Principles of Accounting I
or

BUSN 51 - General Accounting

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	27.00
Total Hours:	27.00

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. BUSN1A
- B. BUSN51

IV. MEASURABLE OBJECTIVES:

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

- A. Analyze accounting transactions and enter into QuickBooks;
- B. Complete the accounting cycle in proper sequence;
- C. Generate financial statements;
- D. Prepare invoices and keep track of customer payments;
- E. Pay bills and enter billing information in an accounts payable register;
- F. Process employee payroll and related payroll taxes;
- G. Computerize a manual accounting system.

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. Exiting QuickBooks
- B. Sales and Receivables: Service Business
 - 1. Accounting for sales and receivables
 - 2. Entering sales on accounts
 - 3. Working with invoices
 - 4. Managing customer records
 - 5. Analyze sales and prepare graphs
- C. Payables and Purchases: Service Business
 - 1. Accounting for payables and purchases
 - 2. Billing 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
- E. Sales and Receivables: Merchandising Business
 1. Accounting for sales and receivables
 2. Customizing business forms and accounts
 3. Adding new customers
 4. Using the sales tax payable register
 5. Issuing credits and refunds
- F. Payables and Purchases: Merchandising Business
 1. Accounting for payables and purchases
 2. Inventory reporting
 3. Purchase orders
 4. Additional bill paying items
 5. Voiding and deleting purchase orders, bills, checks, and credit card payments
- G. General Accounting and End-of-Period Procedures: Merchandising Business
 1. Inactivating accounts
 2. Correcting a previous bank reconciliation
 3. Exporting to and importing from Excel
 4. Additional adjusting entries
 5. Financial reports
- H. Payroll
 1. Create and print paychecks
 2. Prepare employee earnings summary reports
 3. Pay taxes
 4. Print and prepare federal tax forms
 5. Prepare and preview employee W2 forms
- I. Computerizing a Manual Accounting System
 1. Create a new company
 2. Customer and vendor lists
 3. Chart of accounts
 4. Payroll
 5. Adjusting entries

VI. METHODS OF INSTRUCTION:

- A. Mini lectures and demonstrations
- B. Hands-on opportunities using computer and software
- C. Software simulation

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 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. Exams/Tests
2. Quizzes
3. Projects
4. Class Work
5. Other:
 - a. Methods
 1. Quizzes
 2. In class assignments
 3. Final exam or project

B. **Frequency**

1. Frequency – spread throughout the semester
 - a. Quizzes given each chapter
 - b. In class assignments for each class
 - c. Final exam at end of class

IX. TYPICAL TEXTS:

1. Horne, Janet *QuickBooks Pro 2006*., Pearson/Prentice Hall, 2007.
2. Welytok, Jill Gilbert *QuickBooks 6 Bible*., Wiley, 2006.
3. Yacht, Carol and Susan Crosson *QuickBooks Pro 2008 Essentials*., McGraw Hill, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Removable storage medium, such as a USB Flash Drive