

Las Positas College  
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## Course Outline for BUSN 61

### QUICKBOOKS ACCOUNTING

Effective: Fall 2018

#### I. CATALOG DESCRIPTION:

BUSN 61 — QUICKBOOKS ACCOUNTING — 1.50 units

Introduction to the use of QuickBooks accounting software to process transactions related to a service and merchandising company. Specific topics include using company files, sales and receivables, payables and purchases, bank and credit card reconciliations, 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  
with a minimum grade of C

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

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

- Business or
- Marketing

	<b>MIN</b>
<b>Lecture Hours:</b>	18.00
<b>Lab Hours:</b>	27.00
<b>Total Hours:</b>	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

1. Identify the fundamental accounting equation, and its logical bookkeeping applications;
2. Explain basic accounting theory and practice as it relates to a service or retail type operation;
3. Record routine bookkeeping duties (including recording journal entries, updating T-accounts, and preparing trial balances);
4. Explain and demonstrate the accounting cycle;
5. Reconcile bank accounts and cash funds;
6. Explain merchandise accounting and prepare financial statements for merchandising firms.

##### B. BUSN1A

1. distinguish between cash basis and accrual basis accounting, expenses and capital expenditure and its impact on financial statements;
2. analyze and record business transactions and prepare and interpret the four basic financial statements;
3. perform activities to complete the accounting cycle and address the needs of the external community;

#### 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. Input end-of-period transactions accurately
- E. Process employee payroll and related payroll taxes
- F. Generate financial statements and other reports for all of the above objectives

#### V. CONTENT:

- A. Introduction to QuickBooks

1. Using QuickBooks
2. Establishing company files
3. Managing the chart of accounts
4. 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 prepaid and accrual 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. **Directed Study** - Students read and follow the instructions in the textbook.
- B. **Simulations** - Students create a business and prepare fictitious transactions
- C. Hands-on opportunities using computer and software
- D. Module instructions and summaries
- E. Mini lectures and demonstrations
- F. 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. Exams/Tests
2. Quizzes
3. Simulation
4. Class Participation
5. Home Work
6. Other:
  - a. In class module assignments
  - b. Final exam or comprehensive problem
  - c. Online discussions

##### B. **Frequency**

1. Quizzes and Exams (comprehensive problems) given at end of each chapter
2. Simulations are given during each chapter (as in-class module assignments and homework assignments during the lecture)
3. Class participation is evaluated through online discussions during each chapter
4. Homework assignments are due at the end of each week
5. In class assignments for each module

#### IX. TYPICAL TEXTS:

1. Horne, J. (2018). *QuickBooks Online Plus: A Complete Course, 2017* (2 ed.). Boston, MA: Pearson.
2. Williams, G. (2018). *Computerized Accounting with QuickBooks 2015: 2017-2018 Update*. Westmont, IL: Cambridge Business Publishers.
3. Arens, A.A., & Ward, D.D. (2016). *Computerized Accounting Using QuickBooks Pro 2015* (4 ed.). Okemos, MI: Armond Dalton.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

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