

EASTERN ARIZONA COLLEGE

Computerized Accounting with QuickBooks

Course Design
2018-2019

Course Information

Division Business
Course Number BUS 205
Title Computerized Accounting with QuickBooks
Credits 2
Developed by Kevin Peck
Lecture/Lab Ratio 1 Lecture/2 Lab

Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit	Elective Credit

Activity Course Yes
CIP Code 52.0100
Assessment Mode Pre/Post Test (20 Questions/100 Points)
Semester Taught Fall
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

BUS 101 or BUA 233 and CMP 101 or CMP 103 or instructor approval

Educational Value

- A. TO GENERAL EDUCATION: Provides the student an opportunity to utilize and develop skills on a computerized software system that can be applicable to other computerized systems. Also teaches the concepts of modern data processing from an up-to-date business/accounting environment.
- B. TO MAJOR/PROGRAM: This is a required course for several occupational majors and certificates and is also provided as an excellent option, though not required, for business administration majors. QuickBooks is currently used by more than 50% of small business accounting software users. Knowledge and experience of accounting software in general and QuickBooks in particular is becoming a must for anyone seeking employment in accounting, bookkeeping and general management fields.
- C. OTHER: The principles learned in this course apply to the management of one's own personal financial affairs.

Description

This course is designed to assist students and small business owners in performing accounting tasks by using a computer software package designed specifically for accounting purposes. Students will develop skills to operate a computer to implement the following functions: recording transactions, generating financial and management reports, setting up and maintaining a system, and developing business budgets. The course utilizes the QuickBooks accounting software.

Supplies

None

Competencies and Performance Standards

1. Complete a QuickBooks software overview.

Learning objectives

What you will learn as you master the competency:

- a. Start and exit QuickBooks in the Windows operating system.
- b. Review basic accounting principles.
- c. Manage basic QuickBooks files.
- d. Work with the QuickBooks window.
- e. Back up and update company files.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner starts and exits QuickBooks in the Windows operating system
- o learner demonstrates understanding of basic accounting principles
- o learner manages basic QuickBooks files
- o learner works with the QuickBooks window
- o learner backs up and updates company files

2. Create a company.

Learning objectives

What you will learn as you master the competency:

- a. Plan and create a company.
- b. Edit QuickBooks preferences.
- c. Customize a company file.
- d. Work with opening balances and historical transactions.
- e. Find help in QuickBooks.
- f. Set up users.
- g. Close books and run list reports.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner plans and creates a company
- o learner edits QuickBooks preferences
- o learner customizes a company file
- o learner works with opening balances and historical transactions
- o learner finds help in QuickBooks
- o learner sets up users
- o learner closes books and runs list reports

3. Work with vendors.

Learning objectives

What you will learn as you master the competency:

- a. Explore the vendor center.
- b. Work with customer & vendor profile lists.
- c. Create custom fields.
- d. Enter bills.
- e. Pay bills.
- f. Write and print checks.
- g. Produce vendor reports.
- h. Work with QuickBooks graphs.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner works with customer & vendor profile lists
- o learner creates custom fields
- o learner enters bills
- o learner pays bills
- o learner writes and prints checks
- o learner produces vendor reports
- o learner works with QuickBooks graphs

4. Work with customers.

Learning objectives

What you will learn as you master the competency:

- a. Work with the customer center.

- b. Create and edit items.
- c. Create invoices.
- d. Receive payments.
- e. Enter sales receipts.
- f. Integrate with Microsoft word.
- g. Work with customer-related and P&L reports.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner works with the customer center
- o learner creates and edits items
- o learner creates invoices
- o learner receives payments
- o learner enters sales receipts
- o learner integrates with Microsoft word
- o learner works with customer-related and p&l reports

5. Use banking tools in QuickBooks.

Learning objectives

What you will learn as you master the competency:

- a. Create bank accounts.
- b. Make deposits.
- c. Transfer funds.
- d. Manage credit and debit card transactions.
- e. Reconcile accounts.
- f. Work with and balance bank accounts.
- g. Utilize QuickBooks online banking tools.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner creates bank accounts
- o learner makes deposits
- o learner transfers funds
- o learner manages credit and debit card transactions
- o learner reconciles accounts
- o learner works with and balances bank accounts
- o learner utilizes QuickBooks online banking tools

6. Correct entries and customize QuickBooks.

Learning objectives

What you will learn as you master the competency:

- a. Deal with common errors.
- b. Account for NSF checks.
- c. Write off bad debt.
- d. Work with refunds.
- e. Customize reports and graphs.
- f. Utilize additional formatting options.
- g. Create custom forms.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner deals with common errors
- o learner accounts for NSF checks
- o learner writes off bad debt
- o learner works with refunds
- o learner customizes reports and graphs
- o learner utilizes additional formatting options
- o learner creates custom forms

7. Explore the accounting cycle and work with classes.

Learning objectives

What you will learn as you master the competency:

- a. Explore the accounting cycle and GAAP.
- b. Working with classes.
- c. Apply classes to transactions.
- d. Run class reports.
- e. Invoice for billable costs.
- f. Produce a statement of cash flows.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner explores the accounting cycle and GAAP
- o learner works with classes
- o learner applies classes to transactions
- o learner runs class reports

- o learner invoices for billable costs
- o learner produces a statement of cash flows

8. Use the inventory tools in QuickBooks.

Learning objectives

What you will learn as you master the competency:

- a. Track inventory in QuickBooks.
- b. Set up the item list.
- c. Deal with sales tax in QuickBooks.
- d. Create purchase orders.
- e. Receive items.
- f. Sell inventory items.
- g. Process sales discounts and electronic payments.
- h. Adjust quantity/value on hand.
- i. Pay sales tax.
- j. Produce inventory, sales, and receivables reports and graphs.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner tracks inventory in QuickBooks
- o learner sets up the item list
- o learner deals with sales tax in QuickBooks
- o learner creates purchase orders
- o learner receives items
- o learner sells inventory items
- o learner processes sales discounts and electronic payments
- o learner adjusts quantity/value on hand
- o learner pays sales tax
- o learner produces inventory, sales, and receivables reports and graphs

9. Use QuickBooks for payroll.

Learning objectives

What you will learn as you master the competency:

- a. Set up QuickBooks to run payroll.
- b. Work with employees in QuickBooks.
- c. Deal with payroll deductions.
- d. Create paychecks.
- e. Track and paying payroll liabilities.
- f. Deal with errors in payroll.

- g. Process payroll forms and reports.
- h. Works with an outside payroll service.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner sets up QuickBooks to run payroll
- o learner works with employees in QuickBooks
- o learner deals with payroll deductions
- o learner creates paychecks
- o learner tracks and pays payroll liabilities
- o learner deals with errors in payroll
- o learner processes payroll forms and reports
- o learner works with an outside payroll service

10. Work with estimates and time tracking.

Learning objectives

What you will learn as you master the competency:

- a. Create an estimate for a job.
- b. Convert an estimate to an invoice.
- c. Deal with customer deposits.
- d. Use QuickBooks' time-tracking and mileage features.
- e. Create a paycheck using time-tracking hours.
- f. Assess finance charges.
- g. Run reports for estimates, time tracking, and mileage.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner creates an estimate for a job
- o learner converts an estimate to an invoice
- o learner deals with customer deposits
- o learner uses QuickBooks' time-tracking and mileage features
- o learner creates a paycheck using time-tracking hours
- o learner assesses finance charges
- o learner runs reports for estimates, time tracking, and mileage

11. Work with balance sheet accounts and budgets.

Learning objectives

What you will learn as you master the competency:

- a. Work with other current assets.
- b. Transfer funds between accounts.
- c. Track petty cash.
- d. Work with fixed asset accounts.
- e. Set up long term liability accounts.
- f. Work with equity accounts.
- g. Create budgets & forecasts in QuickBooks.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner works with other current assets
- o learner transfers funds between accounts
- o learner tracks petty cash
- o learner works with fixed asset accounts
- o learner sets up long term liability accounts
- o learner works with equity accounts
- o learner creates budgets & forecasts in QuickBooks

12. Prepare reports, close the books, and make adjusting entries.

Learning objectives

What you will learn as you master the competency:

- a. Close the books in QuickBooks.
- b. Prepare for year-end reporting.
- c. Perform adjusting entries.
- d. Prepare financial statements.
- e. Work with a company file after closing.

Performance Standards

Competence will be demonstrated:

- o on satisfactory completion of end-of-chapter questions
- o on satisfactory completion of practical exercises

Criteria-Performance will be satisfactory when:

- o learner closes the books in QuickBooks
- o learner prepares for year-end reporting
- o learner performs adjusting entries
- o learner prepares financial statements
- o learner work with a company file after closing

Types of Instruction

Classroom Presentation
Instructor Guided Activities
Group work
Practical Exercises

Grading Information

Grading Rationale

Attendance	10%
Review Assignments	25%
Practical Assignments	35%
Mid-Term Exam	15%
Final Exam	15%
Total	100%

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%