

QuickBooks

Course Design

2001-2002

Course Information

Organization:	Eastern Arizona College
Division:	Business
Course Number:	CMP 110R
Title:	QuickBooks
Credits:	2
Developed by:	Jeanne Bryce
Lecture/Lab Ratio:	1/2
Transfer Status:	None
Extended Registration	
Class:	No
CIP Code:	52.0399
Assessment Mode:	Pre/Post Test (45 Questions, 45 Points)
Semester Taught:	Offered upon request
Gen. Ed. Area:	None
Separate Lab:	No
Awareness Course:	No
Intensive Writing	
Course:	No
Prerequisites:	1. None
Educational Value:	Training is specifically for use in business or personal management applications. The course work may apply as elective credit in Computer, Office Technology, and Business areas.
Goals:	1. The student will learn the operational techniques of QuickBooks.
Description:	Takes the students through the features of current QuickBooks to develop an introductory skill level for personal and vocational use.
Textbooks:	<i>QuickBooks 6 for Windows</i> . 1998. Technical Learning Resources, Inc., This textbook is required.
Supplies:	A 3.5 floppy disk

Competencies and Performance Standards

1. Apply basic steps in QuickBooks.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner starts and exits QuickBooks successfully. • learner backs up, restores and records changes. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Start and exit QuickBooks successfully. Back up, restore and record changes. 	
2. Design a sample QuickBooks company.			
<i>Domain--Cognitive</i>	<i>Level--Synthesis</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner determines a start date. • learner enters name and address. • learner adds, edits and deletes accounts. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Determine a start date. Enter name and address. Add, edit and delete accounts. 	
3. Apply proper techniques to customize data.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner performs banking services such as check writing, making depositis, and statement reconciliation. • learner manipulates product/customer, vendor and inventory lists. • learner customizes customer, vendor, employee, and inventory lists. • learner performs invoicing, inventory tracking, payroll and tax procedures. • learner customizes and prints invoices. • learner creates billing statements. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Perform banking services such as check writing, making depositis, and statement reconciliation. Manipulate product/customer, vendor and inventory lists. Customize customer, vendor, employee, and inventory lists. Perform invoicing, inventory tracking, payroll and tax procedures. Customize and print invoices. Create billing statements. 	
4. Define common business terms.			
<i>Domain--Cognitive</i>	<i>Level--Knowledge</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner is familiar with terminology associated with common business/accounting. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Be familiar with terminology associated with common business/accounting. 	

5. Customize the data output.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner produces various business reports. • learner creates estimates, does time tracking and advanced job costing. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Produce various business reports. Create estimates, do time tracking and advanced job costing. 	
6. Create an inventory control system			
<i>Domain--Cognitive</i>	<i>Level--Synthesis</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner enters items into inventory. • learner orders items. • learner creates purchase orders. • learner receives and pays for inventory. • learner manually adjusts inventory. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Enter items into inventory. Order items. Create purchase orders. Receive and pay for inventory. Manually adjust inventory. 	
7. Process payments.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner makes deposits. • learner receives payments for invoices. • learner makes deposits. • learner prints statements. • 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Receive payments for invoices. Make deposits. Print statements. 	
8. Work with bank accounts.			
<i>Domain--Affective</i>	<i>Level--Valuing</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner writes a check. • learner uses account registers. • learner enters hand written checks. • learner transfers money between accounts. • Reconcile checking accounts. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Write a check. Use account registers. Enter hand written checks. Transfer money between accounts. Reconcile checking accounts. 	

9. Apply proper techniques to enter and pay bills.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner tracks expenses. • learner makes entries to accounts payable. • learner enters bills. • learner pays bills. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> a. Track expenses. b. Enter to accounts payable. c. Enter bills. d. Pay bills. 	
10.Examine the other accounts in QuickBooks.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner tracks credit card transactions. • learner sets up asset accounts. • learner tracks depreciation accounts. • learner sets up liability accounts. • learner tracks loan payments. • learner understands equity accounts. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> a. Track credit card transactions. b. Set up asset accounts. c. Track depreciation accounts. d. Set up liability accounts. e. Track loan payments. f. Understand equity accounts. 	
11.Create custom reports.			
<i>Domain--Cognitive</i>	<i>Level--Synthesis</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner decides when to use QuickReport. • learner customizes QuickReports. • learner memorizes QuickReports. • learner runs reports. • learner prints reports. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> a. Decide when to use QuickReport. b. Customize QuickReports. c. Memorize QuickReports. d. Run reports. e. Print reports. 	
12.Create Graphs.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner creates Quick Insight graphs. • learner creates a new graph. • learner creates sales graphs. • learner customizes graphs. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> a. Create Quick Insight graphs. b. Create a new graph. c. Create sales graphs. d. Customize graphs. e. Print graphs. 	

13 Analyze the tracking and payment of Sales Tax.			
<i>Domain--Cognitive</i>	<i>Level--Analysis</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner uses sales tax. • learner sets up tax rates. • learner applies tax to each sale. • learner determines what is owed. • learner creates sales tax reports. • learner pays taxes. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Use sales tax. Set up tax rates. Apply tax to each sale. Determine what is owed. Create sales tax reports. Pay taxes. 	
14 Adapt QuickBooks for payroll.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner uses payroll tracking. • learner sets up payroll. • learner sets up employee information. • learner writes a payroll check. • learner prints payroll stubs. • learner tracks tax liabilities. • learner pays payroll taxes. • learner prints forms 940 and 941. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Use payroll tracking. Set up payroll. Set up employee information. Write a payroll check. Print payroll stubs. Track tax liabilities. Pay payroll taxes. Print forms 940 and 941. 	
15 Ascertain estimating, time tracking, and job costing.			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Useful</i>	<i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • learner creates job estimates. • learner creates an invoice from an estimate. • learner displays job estimates vs. actual jobs. • learner updates job status. • Track time and project reports. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • upon completion of practical exercises. • on quiz. • on post test. 	Learning Objectives: <ol style="list-style-type: none"> Create job estimates. Create an invoice from an estimate. Display job estimates vs. actual jobs. Update job status. Track time and project reports. 	

Types of Instruction

Classroom Presentation

Practical Exercises

Grading Policy

Evaluation Methods: The final grade is weighted as follows:
Practical exercises = 25%
Quizzes = 25%
Post test= 50%

Grading Scale:

Grade	Requirement
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59-0%
P	70-100%

Learning Plans

Learning Plan 1-- QuickBooks

Overview: This course will be a combination of instruction and application. The student will follow along with the instructor as the technique is demonstrated. Once the student has successfully duplicated the instructor's directions, the student will complete a practice exercise at the end of each lesson.

- Competency:** 1. Apply basic steps in QuickBooks.
- Competency:** 2. Design a sample QuickBooks company.
- Competency:** 3. Apply proper techniques to customize data.
- Competency:** 4. Define common business terms.
- Competency:** 5. Customize the data output.
- Competency:** 6. Create an inventory control system
- Competency:** 7. Process payments.
- Competency:** 8. Work with bank accounts.
- Competency:** 9. Apply proper techniques to enter and pay bills.
- Competency:** 10. Examine the other accounts in QuickBooks.
- Competency:** 11. Create custom reports.
- Competency:** 12. Create Graphs.
- Competency:** 13. Analyze the tracking and payment of Sales Tax.
- Competency:** 14. Adapt QuickBooks for payroll.
- Competency:** 15. Ascertain estimating, time tracking, and job costing.

Learning Activities:

- _____ 1. COMPLETE pre test.
- _____ 2. LISTEN to lecture.
- _____ 3. OBSERVE demonstrations.
- _____ 4. PRACTICE demonstrations.

Performance Assessment Activities:

- _____ 1. COMPLETE practical exercises.
- _____ 2. COMPLETE quizzes.
- _____ 3. COMPLETE post test.