

ACCT A112: ACCOUNTING WITH QUICKBOOKS

Item	Value
Curriculum Committee Approval Date	02/26/2025
Top Code	050200 - Accounting
Units	2 Total Units
Hours	54 Total Hours (Lecture Hours 27; Lab Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. PREREQUISITE: ACCT A100 or ACCT A101 or ACCT A101H. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Complete an Accounting Cycle for a merchandising business operation using QuickBooks accounting software.
2. Complete an Accounting Cycle for a service business operation using QuickBooks accounting software.
3. Generate various financial statements and reports using QuickBooks accounting software.

Course Objectives

- 1. Define the role of a computerized accounting system in a modern accounting setting.
- 2. Create a new company using the Easy-Step Interview.
- 3. Define and discuss the role of the chart of accounts and the General Ledger in a computerized accounting system.
- 4. Identify the concepts for computerized accounting for receivables for a Service Business and a Merchandising Business.
- 5. Create sales invoices, credit memos, and record sales transactions.
- 6. Analyze and edit information in company lists.
- 7. Create and customize QuickBooks forms, reports, and graphs.
- 8. Prepare Customer Balance Summary Reports, Customer Balance Detail Reports and Transaction Reports by Customer.
- 9. Define the concepts for computerized accounting for payables for a Service Business and a Merchandising Business.
- 10. Prepare Quick Reports for vendors, Accounts Payable Register, Accounts Payable Aging Summary Report, etc.
- 11. Recognize and prepare end-of-period procedures.

- 12. Create a computerized payroll system.
- 13. Account for inventory with QuickBooks.
- 14. Describe the procedures using QuickBooks Pro to do estimates, time tracking, and advanced job costing

Lecture Content

Introduction to QuickBooks Describe the features in QuickBooks Understand menus and icons Customize QuickBooks Process of entering transactions Managing Revenue Enter sales transactions Enter customers Customer List Cash sales and invoices Apply payments Customer returns and credits Customer statements Bad Debts Managing Expenses Set up vendors Vendor List Expense transactions Manage Accounts Payable transactions Print checks Create and apply vendor credits Petty cash Payroll Setup Set up payroll accounts Chart of Accounts Employee templates Employee records Payroll items list Payroll taxes Employee Payroll taxes Employer Miscellaneous Deductions Payroll Processing Create payroll checks Sales Commissions Payroll liabilities Create payroll tax forms Payroll register Payroll summary by employee Employee withholding list Bank Reconciliations Reconcile bank account Bank reconciliation errors Journal entries for reconciling items Nonsufficient funds Reports and Graphs Customize reports Filter data on reports Export reports to spreadsheets Graphs Inventory Set up inventory items items list Purchase orders Item receipts and bills Inventory methods Record inventory sales Adjust inventory quantities and values Inventory reports Adjustments and Year-End Procedures Prepare Forms W2, 1099 and related reports Adjusting entries Fixed assets depreciation Closing entries Back up procedures Import export data Company file setup and maintenance Set up company file Modify chart of accounts Custom fields for customers, vendors and employees Sales tax Set up beginning balances in general ledger Custom template for sales forms

Lab Content

Students will perform data entry functions and generate financial statements and other financial reports during the lab time.

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)
- Lab (04)
- DE Online Lab (04X)

Instructional Techniques

Lecture, demonstration, computer application, individual use of computer.

Reading Assignments

The course requires approximately 27 hours of assigned readings from the text.

Writing Assignments

Plan and design various reports utilized in an accounting system. All assignments require student produced reports.

Out-of-class Assignments

The course requires approximately 27 hours of Assigned readings, exercises and problems from the text, in addition to the "Reading Assignments".

Demonstration of Critical Thinking

Three examinations and a comprehensive final on course content testing recall, comprehension, analysis, and problem solving skills. Homework and lab problems assigned.

Required Writing, Problem Solving, Skills Demonstration

Plan and design various reports utilized in an accounting system. All assignments require student produced reports.

Eligible Disciplines

Accounting: Master's degree in accountancy or business administration with accounting concentration OR bachelor's degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND master's degree in business, business administration, business education, economics, taxation, or finance OR the equivalent. Master's degree required. (NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline)

Textbooks Resources

1. Required Kay, D. Computer Accounting with QuickBooks, 4th ed. New York: McGraw Hill, 2023