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C& GE Approved: September 8, 2014  
Board Approved: October 8, 2014  
Semester Effective: Fall 2015

Business (BUSN) 1056 Quickbooks (0.5 Units)

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended.

Total Hours: 8 hours lecture

Catalog Description: This is an introductory course on how to use QuickBooks' basic features through lecture and activities. The course will introduce students to the types of information needed for a business, how to enter the information, and track it in QuickBooks.

Type of Class/Course: Degree Credit

Text: Nelson, Steven L. *QuickBooks 2012 for Dummies*. Hoboken: Wiley, 2012. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. open and close company,
2. set-up a company,
3. work with lists,
4. set-up inventory.
5. create invoices for services,
6. process payments,
7. work with bank accounts,
8. enter and pay bills,
9. use keyboard shortcuts,
10. backup and restore files,
11. understand accounting basics,
12. enter transactions,
13. post journal entries,
14. print reports including trial balance and financial statements, and
15. close accounting periods.

Course Scope and Content:

- Unit I: QuickBooks 2012 Introduction
- a. Pre-survey
  - b. QuickBooks desktop
  - c. Data and Help
- Unit II: QuickBooks Basics
- a. Set-up

- b. Preferences
- c. Search
- d. Printing

- Unit III: Accounting Basics
- a. Journal Entries
  - b. Reports
  - c. Closing

- Unit IV: Customer Activities
- a. Introduction
  - b. Sales
  - c. Reports

- Unit V: Vendor Activities
- a. Introduction
  - b. Purchases
  - c. Reports

- Unit VI: Closing the Period
- a. Activities
  - b. Reports
  - c. Closing

**Learning Activities Required Outside of Class:**

The students in this class will spend a minimum of 1 hour outside of the regular class time doing the following:

- 1. Reading
- 2. Completing assignments

**Methods of Instruction:**

- 1. Lectures and class discussions
- 2. Demonstrations and visual aids
- 3. Assignments & activities

**Methods of Evaluation:**

- 1. Projects
- 2. Assignments

**Supplemental Data:**

T.O.P. Code:	051400 Office Technology/Office Computer Applications
Sam Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable

Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a Special Class
Basic Skills Status:	Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: is not a part of a cooperative work experience education program
Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes