Course Outline

COURSE: ACCT 220  DIVISION: 50  ALSO LISTED AS: ACCT 120  CSIS 220

TERM EFFECTIVE: Spring 2018  CURRICULUM APPROVAL DATE: 03/13/2017

SHORT TITLE: COMPUTERIZED ACCTG

LONG TITLE: Computerized Accounting - Quickbooks

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<th>Number of Weeks</th>
<th>Type</th>
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COURSE DESCRIPTION:

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 220. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience. This course was previously listed as ACCT 120.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion
72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

3/24/2017
1. Demonstrate setting up accounts; including setting up payroll, printing checks, processing payroll forms and generating payroll reports; and then customizing the chart of accounts using QuickBooks.
Measure of assessment: written exam, project, demonstration
Year assessed, or planned year of assessment: 2016
Semester: Fall
2. Generate reports on the financial data of a small service company and a small merchandising company, including recording banking, inventory, invoicing, purchasing, and payment transactions.
Measure of assessment: project, written exam
Year assessed, or planned year of assessment: 2016

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 03/13/2017

3 HOURS
Topic: Quick Tour of QuickBooks
Student Performance Objectives:
Demonstrate backup and recovery process for files.
Describe the contents of various QuickBooks menus.
- Install QuickBooks
- Start QuickBooks
- Open Company
- Change Company Name
- QuickBooks Navigation
- Home Page
- QuickBooks Icon Bar
- QuickBooks Menus
- QuickBooks Help Menu
- Save Company Files
- QuickBooks Backup (.QBB) files
- Close Company
- Exit QuickBooks

6 HOURS
Topic: Customizing QuickBooks and the Chart of Accounts
Student Performance Objectives:
List reasons for customizing QuickBooks.
Demonstrate adding, deleting and editing accounts.
Customize QuickBooks
- Customize with QuickBooks Editions
- Customize QuickBooks using Preferences
- Customize QuickBooks Favorites
- Customize Chart of Accounts
- Display Chart of Accounts
- Display Account Numbers
- Add New Accounts
- Delete Accounts
- Edit Accounts
- Print Chart of Accounts
- Customize QuickBooks Security
- Customize QuickBooks Company Snapshot
6 HOURS
Topic: Banking
Student Performance Objectives:
Record deposits, and write checks using QuickBooks.
Reconcile a bank statement and print the reconciliation in both summary and detail views.
- View and Print Check Register
- Make Deposits
- Write Checks
- Print Journal
- Reconcile Bank Statements
- Online Banking

3 HOURS
Topic: Customers and Sales
Student Performance Objectives:
Prepare a new customer entry.
Record sales to a customer, create an invoice, and record customer payments.
- View Customer List
- Add New Customer
- Edit customer information
- Add a job
- Recording sales in QuickBooks
- Cash sales
- Credit sales: create invoices
- Online billing
- Credit sales: create invoices
- Online billing
- Credit sales: create reminder statements
- Credit sales: record customer payments
- Record bank deposits
- Print journal entries
- Customer reports

3 HOURS
Topic: Vendors, Purchase, and Inventory
Student Performance Objectives:
Prepare a purchase order and enter bills against inventory.
- Vendor navigation
- Vendor list
- Items and services list
- Create purchase orders
- Receive inventory
- Receive bills
- Enter bills against inventory
- Pay bills
- Receive inventory with bill
- Enter bills
- Pay sales tax
- Vendor reports

6 HOURS
Topic: Employees and Payroll
Student Performance Objectives:
- Demonstrate paycheck preparation and printing.
- Record payroll liabilities.
- Prepare payroll tax forms.
  - Payroll setup
  - Employee navigation
  - Customize QuickBooks payroll
  - Employee list
  - Time tracking
  - Transfer time to sales invoices
  - QuickBooks payroll services
  - Create and print paychecks
  - Pay payroll liabilities
  - File payroll tax forms
  - Payroll reports

6 HOURS

Topic: Reports and Graphs
Student Performance Objectives:
- Prepare a trial balance.
- Prepare and print profit and loss statements.
- Prepare a balance sheet.
- Export a financial statement to Excel.
- Export a tax report to TurboTax.
- Prepare and print tax reports.
  - Trial balance
  - Adjusting entries
  - Adjusted trial balance
  - General ledger
  - Financial statements
  - Profit and loss
  - Income and expense graph
  - Balance sheet
  - Statement of cash flows
  - Tax reports
  - Income tax preparation report
  - Income tax summary report
  - Income tax detail report
  - Export to TurboTax
  - Management reports
  - Cash flow forecast
  - Save reports to electronic files

4 HOURS

Topic: New Company Setup
Student Performance Objectives:
- Describe the steps to setup a new company.
- Perform new company setup steps in QuickBooks
  - EasyStep interview
- QuickBooks company setup
- Add the people that you do business with
- Add the products and services you sell
- Add your bank accounts
- Print customer, vendor, and item lists
- Customize QuickBooks
- Enter company information
- Customize QuickBooks preferences
- Customize chart of accounts

3 HOURS

Topic: Accounting for a Service Company

Student Performance Objectives:
Define the accounting processes that are unique to a service company.
Record purchases, sales for a service company.
- Record owner's investment
- Record purchase transactions
- Record sales transactions
- Make adjusting entries
- Print reports
- Close the accounting period

3 HOURS

Topic: Merchandising Corporation: Sales, Purchases and Inventory

Student Performance Objectives:
Define the accounting processes that are unique to a merchandising corporation.
Record sales for a merchandising company.
Customize the chart of accounts for a merchandising corporation.
- Set up a new company
- Customize QuickBooks
- Create a customer list
- Create a vendor list
- Create an item list
- Create a sales tax item
- Customize chart of accounts
- QuickBooks opening adjustments
- Record purchase transactions
- Record sales transactions
- Make adjusting entries
- Print reports

3 HOURS

Topic: Merchandising Corporation: Payroll

Student Performance Objectives:
Define the payroll processes needed for a merchandising corporation.
Record payroll entries for a merchandising company.
Demonstrate setup and printing of paychecks, process payroll forms, and create payroll reports.
- QuickBooks payroll services
- Process payroll manually
- Print employee list
- Print paychecks
- Print payroll journal entries
- Pay payroll liabilities
- Process payroll forms
- Print payroll reports

6 HOURS

Topic: Advanced QuickBooks Features for Accountants

Student Performance Objectives:
- Demonstrate accounting for bad debts.
- Describe the purpose of an audit trail.
- Prepare entries for credit card sales.
- Explain the importance of good document management.
- Budgets
- Estimates
- Progress billing
- Credit card sales
- Bad debts
- Memorized reports
- Audit trail
- Accountant's copy
- Ask my accountant
- Document management

METHODS OF INSTRUCTION:
Lecture, demonstration, guided practice.

METHODS OF EVALUATION:
Problem-solving assignments
Percent of total grade: 40.00%
Problem-solving demonstrations: 30% - 50% Homework problems, Lab reports, Quizzes, Exams
Skill demonstrations
Percent of total grade: 40.00%
Skill demonstrations: 35% - 70% Class performance, Performance exams
Objective examinations
Percent of total grade: 20.00%
Objective examinations: 15% - 35% Multiple Choice, True/False, Matching Items, Completion

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 1 in the textbook.
Required Outside Hours: 12
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 2 in the textbook.
Required Outside Hours: 12
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 3 in the textbook.
Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 4 in the textbook.

3/24/2017
Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 5 in the textbook.

Required Outside Hours: 12
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 6 in the textbook.

Required Outside Hours: 12
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 7 in the textbook.

Required Outside Hours: 8
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 8 in the textbook.

Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 9 in the textbook.

Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 10 in the textbook.

Required Outside Hours: 6
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 11 in the textbook.

Required Outside Hours: 12
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 12 in the textbook.

**REPRESENTATIVE TEXTBOOKS:**
Required Representative Textbooks
ISBN: 978-1259183867
Reading Level of Text, Grade: 12+ Verified by: E. Venable

Required Other Texts and Materials
USB flash drive

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
   Not Transferable
UC TRANSFER:
   Not Transferable

**SUPPLEMENTAL DATA:**
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N

3/24/2017
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours: 3
Minimum Hours: 3
Course Control Number:
Sports/Physical Education Course: N
Taxonomy of Program: 050200