Course Outline

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

TERM EFFECTIVE: Spring 2019  CURRICULUM APPROVAL DATE: 12/11/2019

SHORT TITLE: COMPUTERIZED ACCTNG

LONG TITLE: Computerized Accounting - QuickBooks

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<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
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<td>Lecture: 3</td>
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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 ACCT 120. 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.

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:
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: 12/11/2019
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.

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.

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: 16
Assignment Description: Out of class assignment: Exercises from the chapter. Complete Project 12 in the textbook.

METHODS OF EVALUATION:
Problem-solving assignments
Percent of total grade: 40.00 %
30% - 50% Homework problems, Lab reports, Quizzes, Exams
Skill demonstrations
Percent of total grade: 40.00 %
35% - 70% Class performance, Performance exams
Objective examinations
Percent of total grade: 20.00 %
REPRESENTATIVE TEXTBOOKS:
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:
      Transferable CSU, effective 200630
   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
   CAN:
   CAN Sequence:
   CSU Crosswalk Course Department: CSIS
   CSU Crosswalk Course Number: 120
   Prior to College Level: Y
   Non Credit Enhanced Funding: N
   Funding Agency Code: Y
   In-Service: N
   Occupational Course: C
   Maximum Hours:
   Minimum Hours:
   Course Control Number: CCC000531086
   Sports/Physical Education Course: N
   Taxonomy of Program: 050200