GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

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

TERM EFFECTIVE: Spring 2019 CURRICULUM APPROVAL DATE: 12/11/2018

SHORT TITLE: COMPUTERIZED ACCTNG

LONG TITLE: Computerized Accounting - QuickBooks

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours/Units
3	18	Lecture:	3	54 / 3 Units of Lecture
		Lab:	0	0
		Other:	0	0
		Total:	3	54

Out of Class Hrs:	108.00
Total Learning Hrs:	162.00

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 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.

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
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 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

COURSE CONTENT:

Curriculum Approval Date: 12/11/2018

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

COURSE CONTENT(CONTINUED):

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

COURSE CONTENT(CONTINUED):

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

COURSE CONTENT(CONTINUED):

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

COURSE CONTENT(CONTINUED):

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.

OUTSIDE 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 %

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

REPRESENTATIVE TEXTBOOKS:
Donna Kay. Computer Accounting with QuickBooks. New York, NY: McGraw-Hill Education,2018.
ISBN: 978-1259538490
Reading Level of Text, Grade: 12+ Verified by: E. Venable

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Transferable CSU

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
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Course Control Number: CCC000531085
Sports/Physical Education Course: N
Taxonomy of Program: 050200
CIP: 520302