

# ACCT M62: QUICKBOOKS FOR PCS

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**Originator**  
smacias

**College**

Moorpark College

**Discipline (CB01A)**

ACCT - Accounting

**Course Number (CB01B)**

M62

**Course Title (CB02)**

Quickbooks For PCs

**Banner/Short Title**

Quickbooks For PCs

**Credit Type**

Credit

**Start Term**

Spring 2021

**Catalog Course Description**

Introduces computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. Includes setting up business books and working with inventory, accounts receivable, accounts payable, payroll, financial statements and reports.

**Taxonomy of Programs (TOP) Code (CB03)**

0502.00 - \*Accounting

**Course Credit Status (CB04)**

D (Credit - Degree Applicable)

**Course Transfer Status (CB05) (select one only)**

B (Transferable to CSU only)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

B - Advanced Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

Y - Credit Course

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

Y - Credit Course

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

Will not be required

**Grading method**

Letter Graded

**Alternate grading methods**

Student Option- Letter/Pass  
Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

No

**Is this course part of a family?**

No

**Units and Hours**

**Carnegie Unit Override**

No

**In-Class**

**Lecture**

**Minimum Contact/In-Class Lecture Hours**

52.5

**Maximum Contact/In-Class Lecture Hours**

52.5

**Activity**

**Laboratory**

**Total in-Class**

**Total in-Class**

**Total Minimum Contact/In-Class Hours**

52.5

**Total Maximum Contact/In-Class Hours**

52.5

**Outside-of-Class**

**Internship/Cooperative Work Experience**

**Paid****Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

**Maximum Outside-of-Class Hours**

105

**Total Student Learning****Total Student Learning****Total Minimum Student Learning Hours**

157.5

**Total Maximum Student Learning Hours**

157.5

**Minimum Units (CB07)**

3

**Maximum Units (CB06)**

3

**Prerequisites**

ACCT M01 or ACCT M110

**Entrance Skills****Entrance Skills**

ACCT M01

**Prerequisite Course Objectives**

ACCT M01-explain the nature of asset, liability, owner's equity, revenue and expense accounts.

ACCT M01-analyze transactions according to the debit/credit framework.

ACCT M01-record transactions in the General Journal.

ACCT M01-post General Journal entries to the accounts in the General Ledger.

ACCT M01-compare and contrast cash basis and accrual basis accounting.

ACCT M01-explain the meaning of "matching principle" and how it relates to the accounting cycle and revenue and expense recognition.

ACCT M01-determine what accounts need adjustment at the end of the accounting period.

ACCT M01-explain the need for closing entries and journalize and post them.

ACCT M01-explain the need for a bank reconciliation and prepare it and the related journal entries.

ACCT M01-explain the need for a Petty Cash Fund and a Change Fund and the accounting procedures related to them.

ACCT M01-prepare payroll records and journal entries relating to employee earnings and deductions as well as employer taxes, payments, and reports.

ACCT M01-explain sales and purchase transactions and the journal entries related to each.

ACCT M01-explain cash receipt and cash disbursement transactions and the journal entries related to each.

ACCT M01-define and use accounting and business terminology.

**Entrance Skills**

ACCT M110

**Prerequisite Course Objectives**

ACCT M110-explain the content, form and purpose of the basic financial statements (including footnotes) and the annual report and how they satisfy the information needs of investors, creditors, and others.

ACCT M110-explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses; summarize the purpose of a journal and ledger.

ACCT M110-apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements, and relate this process to the accounting cycle.

ACCT M110-distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the revenue recognition and matching principles.

ACCT M110-relate operating activities to current asset and liability issues including measurement and reporting of cash and cash equivalents, receivables and bad debts, and inventory and cost of goods sold.

ACCT M110-explain the meaning of internal control, the nature of internal control procedures, and how they relate to management of resources and risk.

ACCT M110-identify ethical issues related to financial accounting and reporting and discuss strategies for addressing them.

ACCT M110-define and use accounting and business terminology.

## Requisite Justification

### Requisite Type

Prerequisite

### Requisite

ACCT M01

### Requisite Description

Course not in a sequence

### Level of Scrutiny/Justification

Required communication/computation skill

### Requisite Type

Prerequisite

### Requisite

ACCT M110

### Requisite Description

Course not in a sequence

### Level of Scrutiny/Justification

Required communication/computation skill

## Student Learning Outcomes (CSLOs)

**Upon satisfactory completion of the course, students will be able to:**

- |   |                                                                                                                                        |
|---|----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | create a company file, record monthly transactions and adjusting journal entries, and prepare financial statements.                    |
| 2 | complete a cash reconciliation including making deposits, writing checks, matching bank transactions, and reconciling bank statements. |

## Course Objectives

**Upon satisfactory completion of the course, students will be able to:**

- |    |                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------|
| 1  | design and develop a QuickBooks company file.                                                       |
| 2  | add and edit information in company lists.                                                          |
| 3  | modify one of QuickBooks' preset charts of accounts.                                                |
| 4  | customize QuickBooks' forms.                                                                        |
| 5  | prepare and generate customer invoices.                                                             |
| 6  | categorize payments received from customers and make bank deposits.                                 |
| 7  | make payments using QuickBooks' checks, assigning the amounts to specific expense or bank accounts. |
| 8  | formulate entries into QuickBooks accounts payable.                                                 |
| 9  | use bill paying function.                                                                           |
| 10 | reconcile checking and other accounts.                                                              |
| 11 | identify and track merchant account transactions.                                                   |

12	prepare periodic financial statements and edit with spreadsheet software.
13	extract data to customize QuickBooks' reports and graphs.
14	manage inventory with QuickBooks.
15	prepare payroll with QuickBooks.
16	manage long-term assets and depreciation.
17	make adjusting and closing journal entries.

## Course Content

### Lecture/Course Content

- (25%) - QuickBooks Tools, Navigation, and Settings:
  - installing and accessing QuickBooks software
  - opening a workbook company file
  - creating a back up copy of a company file
  - restoring a back-up copy of a company file
  - setting up new company files and converting manual accounting systems
- (10%) - Inventory:
  - receiving and selling items
  - processing sales discounts
  - adjusting quantity/value on hand
  - paying sales tax
- (10%) - Banking and reconciliation of accounts:
  - transferring funds
  - reconciling accounts
  - entering credit card charges
- (10%) - Customers:
  - adding customers
  - sales and receivables
  - creating invoices
  - receiving and depositing payments
- (10%) - Vendors:
  - adding vendors
  - creating accounts payables and paying bills
- (15%) - Payroll:
  - customizing payroll setup and calculations
  - determining net pay
  - garnishments
  - payroll forms, reports, and records
  - paying employees
  - paying payroll liabilities
- (20%) - General accounting and end-of-period procedures:
  - making journal entries including adjusting and closing entries
  - period reports, financial statements, and registers

### Laboratory or Activity Content

Not applicable.

## Methods of Evaluation

**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

Problem solving exercises  
 Skills demonstrations  
 Written expression

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Classroom Discussion

Computational homework  
 Individual projects  
 Objective exams  
 Projects  
 Problem-solving exams  
 Participation  
 Quizzes  
 Skills demonstrations

## Instructional Methodology

### Specify the methods of instruction that may be employed in this course

Class discussions  
 Distance Education  
 Group discussions  
 Lecture

### Describe specific examples of the methods the instructor will use:

The instructor will explain and demonstrate how QuickBooks can be used to record transactions by the following teaching technique:

- reviewing the accounting concepts through lecture or lecture videos and notes, spreadsheets, and PowerPoint presentations
- apply the Quickbooks terminology and navigation through lecture or lecture videos, demonstrations, screenshots and PowerPoint presentations
- apply the QuickBooks skills to a company file

## Representative Course Assignments

### Writing Assignments

1. Prepare an annual financial statement using QuickBooks, spreadsheet software and word processing software.
2. Prepare a Fixed Assets Depreciation Schedule using QuickBooks, and reconcile the values using spreadsheet software.

### Critical Thinking Assignments

1. Prepare multi-year financial reports and present recommendations for business owner.
2. Calculate variances for a company and discuss the implications for the business.

### Reading Assignments

1. Students research QuickBooks on who it was designed for, other methods to record journal entries, and methods to enter information into a file for clients without an accounting background would understand.
2. Students research QuickBooks, Sage/Peachtree, or other computerized accounting software and provide a summary of comparisons, including price, functionality and user friendliness for a class discussion.

### Skills Demonstrations

1. Update QuickBook files applying skills learned in each section.
2. Create a company file for a fictitious company, create applicable accounts, enter starting balances, record payroll and business transactions for one month, record adjusting journal entries, and create applicable reports, registers, and financial statements.

## Outside Assignments

### Representative Outside Assignments

1. Record monthly adjusting entries in computerized accounting software and prepare a report of these entries.
2. Enter monthly transactions into computerized accounting software and prepare appropriate financial reports.

## Articulation

### Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
Coastline Community College	ACCT C107	Accounting with QuickBooks	2
Santa Barbara City College	ACCT 160	Accounting with QuickBooks	3

College of the Desert	BUAC 10	Accounting with Quickbooks	3
City College of San Francisco	ACCT 57	Accounting with Quickbooks	3

## District General Education

### A. Natural Sciences

### B. Social and Behavioral Sciences

### C. Humanities

### D. Language and Rationality

### E. Health and Physical Education/Kinesiology

### F. Ethnic Studies/Gender Studies

Course is CSU transferable

Yes

CSU Baccalaureate List effective term:

F2016

## CSU GE-Breadth

### Area A: English Language Communication and Critical Thinking

### Area B: Scientific Inquiry and Quantitative Reasoning

### Area C: Arts and Humanities

### Area D: Social Sciences

### Area E: Lifelong Learning and Self-Development

### Area F: Ethnic Studies

## CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

### IGETC

### Area 1: English Communication

### Area 2A: Mathematical Concepts & Quantitative Reasoning

### Area 3: Arts and Humanities

### Area 4: Social and Behavioral Sciences

### Area 5: Physical and Biological Sciences

### Area 6: Languages Other than English (LOTE)

## Textbooks and Lab Manuals

Resource Type

Textbook

**Description**

Kay, Donna. *Computer Accounting with Quickbooks*. 19<sup>th</sup> ed., McGraw-Hill, 2019.

**Resource Type**

Textbook

**Description**

Villani, Kathleen and James B. Rosa. *Computerized Accounting with Quickbooks Pro 2018*. Paradigm, 2019.

**Resource Type**

Software

**Description**

Quickbooks Pro. Intuit, Inc.

**Library Resources****Assignments requiring library resources**

Projects involving use of library resources to investigate adapting manual accounting topics, such as inventory costing systems, into the computerized accounting system of QuickBooks.

**Sufficient Library Resources exist**

Yes

**Example of Assignments Requiring Library Resources**

Using the Library's print and online resources to supplement research on such accounting topics as relating to internal control systems over cash and inventory and how they can be adapted for use with QuickBooks software.

**Distance Education Addendum****Definitions****Distance Education Modalities**

Hybrid (51%–99% online)  
Hybrid (1%–50% online)  
100% online

**Faculty Certifications**

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

**Regular Effective/Substantive Contact****Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Instructor posts discussion questions requiring an initial response then professional responses to classmates' posts.



E-mail	Instructor will email students with announcements about the course or upcoming events. Students can email the instructor their questions or concerns.
Other DE (e.g., recorded lectures)	Instructor records lectures and posts them for students to view and review throughout the course.
Video Conferencing	Instructor may be available during specified times during the week to assist students and answer their questions via live video conferencing.

**Hybrid (51%–99% online) Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Asynchronous Dialog (e.g., discussion board)	Instructor posts discussion questions requiring an initial response then professional responses to classmates' posts.
E-mail	Instructor will email students with announcements about the course or upcoming events. Students can email the instructor their questions or concerns.
Other DE (e.g., recorded lectures)	Instructor records lectures and posts them for students to view and review throughout the course.
Video Conferencing	Instructor may be available during specified times during the week to assist students and answer their questions via live video conferencing.

**100% online Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Asynchronous Dialog (e.g., discussion board)	Instructor posts discussion questions requiring an initial response then professional responses to classmates' posts.
E-mail	Instructor will email students with announcements about the course or upcoming events. Students can email the instructor their questions or concerns.
Other DE (e.g., recorded lectures)	Instructor records lectures and posts them for students to view and review throughout the course.
Video Conferencing	Instructor may be available during specified times during the week to assist students and answer their questions via live video conferencing.

**Examinations****Hybrid (1%–50% online) Modality**

Online  
On campus

**Hybrid (51%–99% online) Modality**

Online  
On campus

**Primary Minimum Qualification**

ACCOUNTING

**Review and Approval Dates****Department Chair**

10/15/2020

**Dean**

10/15/2020

**Technical Review**

11/19/2020

**Curriculum Committee**

12/1/2020

**DTRW-I**

MM/DD/YYYY

**Curriculum Committee**

MM/DD/YYYY

**Board**

MM/DD/YYYY

**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000580083

**DOE/accreditation approval date**

MM/DD/YYYY