



## MASTER COURSE OUTLINE

Prepared By: Preston Wilks

Date: June 2014

## COURSE TITLE

Intro to QuickBooks®

## GENERAL COURSE INFORMATION

Dept.: ACCT

Course Num: 262

(Formerly: )

CIP Code: 52.0302

Intent Code: 21

Program Code: 505

Credits: 2

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 11

Lab Hrs: 22

Other Hrs:

Distribution Designation: Gen Elective

## COURSE DESCRIPTION (as it will appear in the catalog)

This course offers an introduction to QuickBooks®, the nation's leading accounting software package for small businesses. Basic functions and capabilities of the software will be reviewed in a hands-on environment. This course is designed for the student with little or no prior experience with QuickBooks®.

## PREREQUISITES

To enhance the learning experience, it is recommended that the student complete ACCT&201 **OR** have prior experience in business or accounting.

## TEXTBOOK GUIDELINES

Computer Accounting text as decided by ACCT Faculty (Example: *Integrated Accounting for Windows* by Klooster & Allen)

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Create a new company file along with an appropriate chart of accounts.
2. Record financial information in the company file using the appropriate functions.
3. Edit the recorded company financial information using the appropriate functions.
4. Prepare reports of the company financial information using the appropriate functions.
5. Export company financial information to other appropriate computing software

## INSTITUTIONAL OUTCOMES

IO1 **Communication:** Communicate the cumulative effect of business transactions by preparing basic financial statements

## COURSE CONTENT OUTLINE

1. Getting started in QuickBooks.
2. Setting up QuickBooks.
3. Working with lists.
4. Working with bank accounts.
5. Using other accounts in QuickBooks.

6. Entering sales and invoices.
7. Receiving payments and making deposits.
8. Entering and paying bills.
9. Analyzing financial data.
10. Setting up inventory.
11. Tracking and paying sales tax.
12. Doing payroll with QuickBooks

**DEPARTMENTAL GUIDELINES** *(optional)*

The class syllabus must contain course learning outcomes, class environment/expectations/rules, evaluation/grading guidelines, and a disability services statement. A class schedule must be provided to students that contains content covered (text chapters, topics, etc.) and tentative test dates (to include final date/time). These documents should be reviewed with the ACCT Faculty at least one week prior to class start. If an LMS or software is used for the course, it must be approved by the ACCT Faculty.

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**DIVISION CHAIR APPROVAL**

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**DATE**