



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	BUS
Course Number:	165A
Descriptive Title:	QuickBooks
Division:	Business
Department:	Accounting
Course Disciplines:	Accounting
Catalog Description:	In this course students will be introduced to basic financial record keeping software using the double-entry system for recording transactions. Emphasis will be placed on how to use the accounting application software in a small business environment.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	1.5
Hours Laboratory (per week):	1.5
Outside Study Hours:	3
Total Course Hours:	54
Course Units:	2
Grading Method:	Letter Grade and Pass/No Pass
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Prior to July 1992
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	

Term:	
Other:	
Student Learning Outcomes:	<p>SLO #1 Accounting Software</p> <p>Utilize accounting software to prepare journals, ledgers, and financial statements of the business entity.</p> <p>SLO #2 Reports and Graphs</p> <p>Prepare and use a variety of reports and graphs to analyze the results of business accounting operations.</p> <p>SLO #3 Concepts and Terminology</p> <p>Understand the concepts and terminology utilized by accounting software packages.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Utilize accounting software to prepare journals and ledgers. 2. Define and demonstrate understanding of accounting terminology in context. 3. Interpret, analyze, record, and process a variety of business transactions in accordance with acceptable accounting theory, principles, and practices. 4. Analyze government regulations, federal tax laws, and generally accepted accounting principles, using a computerized accounting program. 5. Utilize the QuickBooks software package to generate the basic financial statements including the income statement, balance sheet, and statement of cash flows. 6. Complete bank reconciliations. 7. Prepare accounts receivable and payable subsidiary ledgers. 8. Prepare payroll ledgers and reports. 9. Prepare and use a variety of reports and graphs to analyze the results of business accounting operations. 10. Analyze accounting problems, such as the aging of accounts receivable, the amortizations of installment notes payable, and the calculations of depreciation using a spreadsheet application. 11. Solve comprehensive accounting problems using the QuickBooks program.
Major Topics:	<p>I. Software Launch Procedures (3 hours, lab)</p> <ol style="list-style-type: none"> A. Introduction to the software B. Initial set-up of business <p>II. Chart of Accounts (3 hours, lecture)</p> <ol style="list-style-type: none"> A. Procedures to establish a chart of accounts B. Account types C. Account names D. Account numbers <p>III. List set-up Procedures (3 hours, lab)</p> <ol style="list-style-type: none"> A. Vendors B. Customers

IV. Invoice Procedures (3 hours, lecture)

- A. Invoice template
- B. Elements of an invoice

V. Receipt of Payment Procedures (3 hours, lecture)

- A. Effect on cash
- B. Effect on Accounts receivable

VI. Accounts Receivable Procedures (3 hours, lab)

- A. Account receivable subsidiary ledger
- B. Accounts receivable aging report

VII. Bill Payment Procedures (3 hours, lecture)

- A. Expense account
- B. Accounts payable
- C. Direct bill pay

VIII. Accounts Payable Procedures (3 hours, lab)

- A. Expense account
- B. Accounts payable
- C. Direct bill pay

IX. Payroll Setup (3 hours, lecture)

- A. Employees
- B. Employee/Employer taxes
- C. Payroll liabilities

X. Payroll Procedures (3 hours, lab)

- A. Employees
- B. Employee/Employer taxes
- C. Payroll liabilities

XI. Government Payroll Reporting Procedures (3 hours, lecture)

- A. Payroll tax returns - various forms
- B. Withholding

XII. Inventory (3 hours, lecture)

- A. Types of inventory
- B. Non-inventory and service items
- C. Entry to record buying items
- D. Entry to record selling items

	<p>XIII. Inventory configuration and tracking (3 hours, lab)</p> <ul style="list-style-type: none"> A. Types of inventory B. Non-inventory and service items C. Entry to record buying items D. Entry to record selling items E. Inventory reports <p>XIV. Bank Accounts (2 hours, lab)</p> <ul style="list-style-type: none"> A. Initial set-up B. Checkbook adjustments <p>XV. Bank Accounts (2 hours, lecture)</p> <ul style="list-style-type: none"> A. Initial set-up B. Checkbook adjustments <p>XVI. Bank Reconciliation (3 hours, lab)</p> <ul style="list-style-type: none"> A. Corrections B. Adjustments C. Recurring Transactions D. Memorized Transactions <p>XVII. Reports (4 hours, lab)</p> <ul style="list-style-type: none"> A. General ledger reports B. Unadjusted and adjusted trial balance, C. General ledger D. Journal reports E. Other reports as needed <p>XVIII. Year-end procedures (4 hours, lecture)</p> <ul style="list-style-type: none"> A. Closing entries B. Post-closing trial balance
Total Lecture Hours:	27
Total Laboratory Hours:	27
Total Hours:	54
Primary Method of Evaluation:	2) Problem solving demonstrations (computational or non-computational)
Typical Assignment Using Primary Method of Evaluation:	Using the company profile provided by the instructor, create a chart of accounts and journal entries for day-to-day transactions. Post these to the ledger and generate the trial balance and the balance sheet for the first quarterly report.

Critical Thinking Assignment 1:	Examine accounting principles (such as realization and matching) and explain the application of these principles in regards to depreciation reports. Submit your findings in a one-page written report.
Critical Thinking Assignment 2:	Using information provided by the instructor, evaluate the financial position, profitability, and liquidity of a small business using computerized financial statements. Prepare a one-page report explaining the financial stability of the company.
Other Evaluation Methods:	Class Performance, Completion, Homework Problems, Laboratory Reports, Matching Items, Multiple Choice, Other Exams, Performance Exams, Quizzes, True/False
Instructional Methods:	Demonstration, Lab, Lecture
If other:	Report Preparation
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	Donna Kay. <u>Computer Accounting with QuickBooks Online</u> . 4th ed. McGraw Hill Publishing, 2023
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	Storage device. QuickBooks software (provided by college)
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Robert Daily
Date:	11/01/1985
Original Board Approval Date:	
Last Reviewed and/or Revised by:	Sidney Porter
Date:	10/12/2023
Last Board Approval Date:	12/18/2023
Effective Term:	FALL 2024