

**ACCT 100 - QuickBooks and Computerized Accounting****Catalog Description****Transfer Status:** NT**Prerequisite:** ACCT 2 or ACCT 20**Unit(s):** 3.00**Lecture:** 51.00 Contact hours/102.00 Out of class hours/153.00 Total hours/3.00 Unit(s)**Total:** 51.00 Contact hours/102.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Course Description: This course provides a transition from a manual accounting system to a typical computerized system. The objective is to collect, summarize and communicate information to decision makers and users via QuickBooks accounting software in comparison to other accounting software programs. Microsoft Excel will be utilized for data summation. Typical documents produced consist of purchase orders, checks, invoices, deposit slips, job cost reports, financial statements, bank reconciliations, payroll tax returns and 1099 forms.

Objectives

Upon successful completion of this course, the student should be able to:

1. Demonstrate proficiency with QuickBooks software by recording various business transactions using QuickBooks.
2. Set up a new or existing business' accounting records on QuickBooks.
3. Explain the underlying accounting concepts when recording transactions.
4. Determine and produce the type of report or document needed for a business transaction.
5. Analyze and adjust/correct data so that reports are accurate.
6. Employ organizational skills to aid in the management of a small business.
7. Utilize Microsoft Excel for data summation.
8. Apply skills learned in Quickbooks to other accounting software programs.

Course Content**Topic Titles / Suggested Time Topic****Lecture/Activity**

<u>Topics</u>	<u>Lec Hrs</u>	<u>Act Hrs</u>
Overview of QuickBooks	3.00	4.00
Chart of Accounts	3.00	4.00
Banking	3.00	
Customers and Sales	3.00	4.00
Vendors, Purchases and Inventory	3.00	
Employees and Payroll	3.00	
Reports and Graphs with QuickBooks and Microsoft Excel	3.00	
Creating a Service Company with QuickBooks	4.00	
Accounting for a Service Company	4.00	
Accounting for a Merchandising Company: Sales, Purchases & Inventory	4.00	
Advanced Features for Accountants including QuickBooks Online	4.00	
Making Adjusting and Correcting Journal Entries	4.00	
Creating a Merchandising Company with QuickBooks	4.00	
Introduce and Compare Other Accounting Software Programs to QuickBooks	6.00	
Total Hours:	51.00	12.00

Methods of Instruction

- A. Class Activities
- B. Discussion
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Instructor Demonstrations
- E. Lecture
- F. Multimedia Presentations

Methods of Evaluation

- A. Exams/Tests

- B. Quizzes
- C. Homework
- D. Class participation
- E. Lab Projects
- F. In-class assignments, Practice sets

Examples of Assignments

Reading Assignments

1. Read the Banking chapter. Be prepared to discuss the need for bank reconciliations and how QuickBooks' bank reconciliation process differs from manually preparing a bank reconciliation.
2. Use QuickBooks' help function to obtain information about backup and portable files. Print and read the information. Be prepared to discuss the differences between backup and portable files.

Writing Assignments

1. Prepare a 2 page memo explaining which payroll service Rock Castle Construction should use (Basic Payroll, Enhanced Payroll, or Assisted Services). Be sure to address the price of each service, the features, and the need in order to give an informed and convincing recommendation.
2. Prepare a 3-page report to summarize the ratio analysis performed on Rock Castle Construction and explain your recommendations based on this analysis. Be prepared to discuss in class.

Out-of-Class Assignments

1. Prepare paychecks for Larry's Landscaping Co. using Quickbooks. After preparing the paychecks, export the payroll summary to Excel and e-mail it the instructor.
2. Prepare a vertical analysis of Motor Company's balance sheet. Print and bring to class. Be prepared to discuss which items warrant further investigation.

Recommended Materials of Instruction

Kay, D. (2023). Computer Accounting with QuickBooks Online. *McGraw-Hill, 4th*. 978-1266787256.

Minimum Qualifications

Accounting (Masters Required)
Office Technologies

Created/Revised by: Christensen, Patrick

Date: 04/07/2025