

JEFFERSON COLLEGE

COURSE SYLLABUS

MGT245

QUICKBOOKS

3 Credit Hours

Prepared by
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MGT245 QuickBooks

I. CATALOGUE DESCRIPTION

- A. Pre-requisite: Bookkeeping (BUS107) or Financial Accounting (BUS240) (pass with a “C” or better); Microcomputer Software Applications (CIS133) or Introduction to Information Systems (CIS125); Reading proficiency
- B. 3 Credit Hours
- C. The purpose of this three hour-credit course is to familiarize students in the Business Management AAS Degree program with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment (F,S,O).

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Demonstrate the development and initial set up of a new QuickBooks company file	Students will use the Interview process wizard to develop new company files based on basic setup parameters provided on in-class exercises, quizzes and comprehensive projects
Apply proper structure of company data including lists for the chart of accounts, customers, vendors, items and payment methods	Students will perform development and creation of list items using the forms and question on in-class exercises, quizzes and comprehensive projects
Demonstrate a basic understanding of the processes used in working with the QuickBooks software	Students will enter and process basic transactions in QuickBooks using the system of forms, registers and journal windows on in-class exercises, quizzes and comprehensive projects
Perform the bank reconciliation process as used with the QuickBooks software	Students will use both textbook-provided and real life data to process bank reconciliations on in-class exercises, quizzes and comprehensive projects
Demonstrate and apply the selection, design and interpretation of financial statements, system generated work papers and QuickBooks specific reports	Students will determine, customize and analyze situation-specific financial statements and reports on in-class exercises, quizzes and comprehensive projects

Apply actual business situations to the processing of data, preparation of reports and analysis of financial information	Students will analyze simulated data sources and source documents to complete a full accounting cycle after initial development of company files on comprehensive projects
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III. OUTLINE OF TOPICS

- A. Quick Tour of QuickBooks Pro
 1. Open company
 2. QuickBooks Learning Center
 3. QuickBooks Navigation
 4. QuickBooks Home Page
 5. QuickBooks Icon Bar
 6. QuickBooks Menus
 7. QuickBooks Help
 8. Saving Company Files
 9. Portable Files
 10. Change Company Name
 11. Close Company
 12. Exit QuickBooks

- B. Chart of Accounts
 1. Password Protection
 2. Display Chart of Accounts
 3. Display Account Numbers
 4. Add New Accounts
 5. Delete Accounts
 6. Edit Accounts
 7. Print Chart of Accounts

- C. Banking
 1. View and Print check Register
 2. Make Deposits
 3. Write Checks
 4. Print Journal
 5. Reconcile Bank Statements

- D. Customers and Sales
 1. View Customer List
 2. Add New Customer
 3. Edit Customer Information
 4. Add A KPb
 5. Cash Sales
 6. Credit Sales: Create Invoices
 7. Online Billing

8. Credit Sales: Create Reminder Statements
9. Credit Sales: Record Customer Payments
10. Record Bank Deposits
11. Customer Reports

E. Vendors, Purchases and Inventory

1. Vendor List
2. Items and Services List
3. Create Purchase Orders
4. Receive Inventory
5. Receive Bills
6. Enter Bills against Inventory
7. Pay Bills
8. Enter Bills with Inventory
9. Enter Bills
10. Pay Sales Tax
11. Vendor Reports

F. Employees and Payroll

1. Payroll Setup
2. Employee List
3. Time Tracking
4. Transfer Time to Sales Invoices
5. Print Paychecks
6. Pay Payroll Liabilities
7. Payroll Reports

G. Reports and A Graphs

1. Trial Balance
2. Adjusting Entries
3. Adjusted Trial balance
4. General Ledger
5. Financial Statements
6. Profit and Loss
7. Income and Expense Graph
8. Balance Sheet
9. Statement of Cash Flows
10. Tax Reports
11. Income Tax Preparation Report
12. Income Tax Summary Report
13. Income Tax Detail Report
14. Export to Turbo Tax
15. Management Reports
16. Cash Flow Forecast
17. Export Reports to Microsoft Excel

- H. Creating a Service Company In QuickBooks
 - 1. Set up a New Company
 - 2. Enter Company Information
 - 3. Edit Chart of Accounts
 - 4. Create a Customer List
 - 5. Create A Vendor List
 - 6. Crate an Item List

- I. Accounting for a service Company
 - 1. Record Owner's Investment
 - 2. Record Purchase Transactions
 - 3. Record Sales Transactions
 - 4. Make Adjusting Entries
 - 5. Print Reports
 - 6. Close the Accounting Period

- J. Merchandising Corporations: Sales, Purchases, and Inventory
 - 1. Create a New company
 - 2. Select Tax Forms
 - 3. Edit Chart of Accounts
 - 4. Create a Customer List
 - 5. Create a Vendor List
 - 6. Create an Inventory List
 - 7. Record Purchase Transactions
 - 8. Make Adjusting Entries
 - 9. Print Reports

- K. Merchandising Corporations: Payroll
 - 1. Enable Payroll
 - 2. Set Up Payroll
 - 3. Print Employee List
 - 4. Print Paychecks
 - 5. Print Payroll Entries in the Journal
 - 6. Pay Payroll Reports
 - 7. Pay Payroll Liabilities

- L. Advanced Topics
 - 1. Budgets
 - 2. Estimates
 - 3. Progress Billing

4. Credit Card Sales
5. Bad Debts
6. Memorized Reports
7. Export Reports
8. Audit Trail
9. Accountant's Review Copy

IV. METHOD(S) OF INSTRUCTION

- A. Lectures
- B. Classroom Discussion
- C. Classroom Demonstrations
- D. Computer Lab Exercises
- E. Reading Textbook

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION

Kay, Donna. *Computer Accounting with QuickBooks Pro 2013*, McGraw Hill, (Current Edition)

VI. REQUIRED MATERIALS (STUDENT)

Flash Drive and Calculator

VII. SUPPLEMENTAL REFERENCES

QuickBooks for Dummies (optional)

VIII. METHODS OF EVALUATION (STUDENTS)

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|----|------------------|-------------------|
| A. | Chapter Homework | 200 points |
| B. | Project | 125 points |
| C. | Topic Questions | <u>120 points</u> |
| | Total | 445 points |

A= 400-445

B= 356-399

C= 312-355

D= 267-311

F= 266 and below

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.