# ACCT-127: INTRODUCTION TO ACCOUNTING WITH QUICKBOOKS

**Effective Term**
Fall 2024

**CC Approval**
03/1/2024

**AS Approval**
03/12/2024

**BOT Approval**
03/21/2024

**COCI Approval**
04/01/2024

## SECTION A - Course Data Elements

**CB04 Credit Status**
Credit - Degree Applicable

**Subject Code**
ACCT - Accounting
**Course Number**
127

**Department**
Accounting

**Division**
Business and Computer Studies

**Full Course Title**
Introduction to Accounting with Quickbooks

**Short Title**
Intro to Accounting with Quick

**CB03 TOP Code**
0502.00 - *Accounting

**CB08 Basic Skills Status**
NBS - Not Basic Skills

**CB09 SAM Code**
C - Clearly Occupational

**Rationale**
Updated to match C-ID# BSOT 127. Note for Stacey: this needs to be submitted for C-ID approval.

## SECTION B - Course Description

**Catalog Course Description**
This course covers basic accounting concepts and procedures that are required to complete an accounting cycle using generally accepted accounting principles (GAAPS). Employer tax responsibilities and payroll is covered. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, and petty cash, are introduced. Learners complete business transactions from source documents to closing entries and the preparation of year-end documents such as a balance sheet, income statement, and statement of owner's equity using QuickBooks.

## SECTION C - Conditions on Enrollment

**Open Entry/Open Exit**
No

**Repeatability**
Not Repeatable

**Grading Options**
Letter Grade or Pass/No Pass

**Allow Audit**
Yes

## Requisites

**Advisory Prerequisite(s)**
Completion of ACCT-120 with a minimum grade of C.

## SECTION D - Course Standards

**Is this course variable unit?**
No

**Units**
3.0

**Lecture Hours**
54.00

**Outside of Class Hours**
108

**Total Contact Hours**
54

**Total Student Hours**
162

## Distance Education Approval

**Is this course offered through Distance Education?**
Yes

**Online Delivery Methods**

| DE Modalities | Permanent or Emergency Only? |
|---|---|
| Entirely Online | Permanent |
| Hybrid | Permanent |
| Online with Proctored Exams | Permanent |

## SECTION E - Course Content

**Student Learning Outcomes**

| | Upon satisfactory completion of the course, students will be able to: |
|---|---|
| 1. | Record accounting transactions using a software package and explain various accounting reports |
| 2. | Demonstrate knowledge of the adjustment process in the accounting cycle |

**Course Objectives**

| | Upon satisfactory completion of the course, students will be able to: |
|---|---|
| 1. | Demonstrate an understanding of generally accepted accounting concepts. |
| 2. | Demonstrate an understanding of employer tax responsibilities |
| 3. | Prepare and record payroll procedures. |
| 4. | Complete an accounting cycle from source documents to financial statements using QuickBooks. |

**Course Content**

1. Accounting Concepts and Procedures
2. Debits and Credits
3. The Accounting Cycle
4. Employer's Tax Responsibilities
5. Recording Payroll Activities
6. Creating a Company with QuickBooks
7. QuickBooks: Recording Operating Activities: Sales and Case Receipts
8. QuickBooks: Recording Operating Activities: Purchase and Cash Payments
9. QuickBooks: Creating Bank Reconciliations
10. QuickBooks: Recording Adjusting Entries
11. QuickBooks: Creating Financial Statements and Reports

## Methods of Instruction

**Methods of Instruction**

| Types | Examples of learning activities |
|---|---|
| Activity | Hands on Quickbooks training using Quickbooks Online student mode |
| Activity | Enter expenses, pay bills, write checks, and manage suppliers in student mode. |
| Activity | Create and manage reports in student mode |

**Online Adaptation**

| Types | Examples of learning activities |
|---|---|
| Discussion | Read an article and discuss the advantages & disadvantages of computer accounting. |

**Instructor-Initiated Online Contact Types**

Announcements/Bulletin Boards
Discussion Boards
Video or Teleconferencing

**Student-Initiated Online Contact Types**

Discussions

**Course design is accessible**

Yes

## Methods of Evaluation

**Methods of Evaluation**

| Types | Examples of classroom assessments |
|---|---|
| Homework | Assignments demonstrating generally accepted accounting concepts and procedures (GAAPS)<br>Assignments demonstrating understanding of debits and credits and their relationship to types of accounts and transactions<br>Assignments demonstrating an understanding of the accounting cycle<br>Assignments demonstrating an understanding of payroll procedures and employer tax responsibilities<br>Creation of a company with QuickBooks<br>Recording Transactions with QuickBooks<br>Creating Bank Reconciliations with QuickBooks<br>Recording Adjusting Entries with QuickBooks<br>Creating Financial Statements and Reports with QuickBooks |

## Assignments

**Reading Assignments**

Convert a sample company from a manual accounting system to a computerized system. Examples 1- Read the chapter 2 tutorial on vendors and payables prior to class. 2- Read the accounting terms review for the chapter 2 assignment prior to class.

**Writing Assignments**

Input and maintain transactions related to inventory for a sample company and prepare required reports. Examples 1- Input sales information 2- Prepare a sales report

**Outside-of-Class Assignments**

Review the updated legal requirements for payroll deductions.

## SECTION F - Textbooks and Instructional Materials

**Material Type**

Textbook

**Author**

Heintz and Parry, Robert

**Title**

College Accounting

**Edition/Version**

23rd

**Publisher**

Cengage Learning

**Year**

2020

**ISBN #**

9780357685938

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## SECTION G - Diversity, Equity and Inclusivity

## Course Codes (Admin Only)

**CB00 State ID**

CCC000522970

**CB10 Cooperative Work Experience Status**
N - Is Not Part of a Cooperative Work Experience Education Program

**CB11 Course Classification Status**
Y - Credit Course

**CB13 Special Class Status**
N - The Course is Not an Approved Special Class

**CB23 Funding Agency Category**
Y - Not Applicable (Funding Not Used)

**CB24 Program Course Status**
Program Applicable

**Allow Pass/No Pass**
Yes

**Only Pass/No Pass**
No