



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**ACCOUNTING WITH QUICKBOOKS
ACC1130 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the freshman or sophomore year.

Catalog Description:

ACC1130 - ACCOUNTING WITH QUICKBOOKS (3 hrs)

The student will transact and complete accounting procedures for a sole proprietorship, partnership, and corporation using computerized accounting software. Students will review software features for various types of businesses.

Prerequisites:

Minimum grade of C in ACC1111 Fundamentals of Accounting or equivalent work experience.

Controlling Purpose:

This course is designed to provide students with an understanding of small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the QuickBooks audit trail.

Learner Outcomes:

Accounting with QuickBooks provides students with an understanding of the application of the accounting principles designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, purchase order processing, sales order processing, budgeting, inventory, and payroll. Students will perform exercises involving general journal, special journals, general ledger, and subsidiary ledgers for service and merchandising business. Computerized accounting activities will also be maintained for businesses organized as sole proprietorships, partnerships, and corporations.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Quick Tour of QuickBooks						
Outcomes: Upon completion of the unit, the students will be able to effectively use, start, and perform basic tasks associated with the QuickBooks software.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Install and Start QuickBooks
						Open Company
						Change Company Name
						QuickBooks Navigation
						QuickBooks Menus
						Save and Backup Company Files
						Close Company and Exit QuickBooks

UNIT 2: Customize QuickBooks and the Chart of Accounts

Outcomes: Upon completion of the unit, the students will understand how to customize QuickBooks and the Chart of Accounts to meet specific business needs. Other topics include customizing QuickBooks security.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Customize QuickBooks
						Display Chart of Accounts
						Display Account Numbers
						Add New Accounts
						Delete Accounts
						Edit Accounts
						Print Chart of Accounts

UNIT 3: Banking

Outcomes: Upon completion of the unit, the students will understand the checking account and check register for a small business. Topics will include making deposits, writing checks, and reconciling a bank statement.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						View and Print Check Register
						Make Deposits
						Write Checks
						Print Journal
						Reconcile Bank Statements
						Use the Online Banking Feature

						Enter Credit Card Changes
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UNIT 4: Customers and Sales
 Outcomes: Upon completion of the unit, the students will be able to demonstrate how to record customer transactions. Topics include how to create invoices, record sales, record customer payments, and print customer reports.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						View Customer List
						Add New Customer
						Edit Customer Information
						Add a Job
						Record Cash and Credit Sales
						Use Online Billing
						Record Bank Deposits
						Print Journal Entries
						Create and Print Customer Reports

UNIT 5: Vendors, Purchases, and Inventory
 Outcomes: Upon completion of the unit, the students will be able to record vendor transactions, including creating purchase orders, paying bills, and printing vendor reports.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Add New Vendor
						Print Vendor List
						Manage Items and Services List

						Add New Item
						Print Item List
						Create Purchase Orders
						Receive Inventory and Bills
						Enter Bills Against Inventory
						Enter and Pay Bills
						Receive inventory with Bill
						Pay Sales Tax
						Create and Print Vendor Reports

UNIT 6: Employees and Payroll

Outcomes: Upon completion of the unit, the students will be able to successfully calculate tracked time, bill tracked time, and process payroll using QuickBooks payroll services.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						How to setup Payroll
						Customize QuickBooks Payroll
						Manage Employee List
						Track Time and Transfer to Sales Invoices
						Use QuickBooks Payroll Services
						Create and Print Paychecks
						Pay Payroll Liabilities
						File Payroll Tax Forms
						Create and Print Payroll Reports and Forms

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE . FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

UNIT 7: Reports and Graphs

Outcomes: Upon completion of the unit, the students will complete the accounting cycle by creating a trial balance and entering adjusting entries. In addition, they will learn how to create a variety of reports and graphs using QuickBooks.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Create and Print Trial Balance
						Enter Adjusting Entries
						Create and Print Adjusted Trial Balance
						Create, Print, and Export Financial Statements
						Create, Print, and Export Tax Reports
						Manage Reports
						Save Reports to Electronic Files

UNIT 8: New Company Setup

Outcomes: Upon completion of the unit, the students will be able to use the EasyStep Interview feature to set up a new company in QuickBooks. You also learn how to create customer, vendor, and item lists.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Setup a New Company with the EasyStep Interview
						Add the People You Do Business With
						Add the Products and Services You Sell
						Add Your Bank Accounts
						Print Customer, Vendor, and Item Lists
						Enter Company Information

UNIT 9: Accounting for a Service Company

Outcomes: Upon completion of the unit, the students will record transactions for an entire year using a newly created company.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Record Owner's Investment
						Record Purchase Transactions
						Record memorized Transaction
						Record Sales Transaction
						Make Adjusting Entries
						Close the Accounting Period

UNIT 10: Merchandising Corporation: Sales, Purchases and Inventory

Outcomes: Upon completion of the unit, the students will learn how to setup a merchandising corporation with inventory. Students will record transactions for the first months of operations.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Setup a New Merchandising Company
						Create a Customer List
						Create a Vendor List
						Create an Item List
						Create a Sales Tax Item
						Record Purchase Transaction
						Record Sales Transactions
						Make Adjusting Entries

UNIT 11: Merchandising Corporation: Payroll

Outcomes: Upon completion of the unit, the students will setup and record payroll using QuickBooks manual payroll approach.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Use QuickBooks Payroll Services
						Process Payroll Manually
						Print Employee List
						Print Paychecks
						Print Payroll Journal Entries
						Pay Payroll Liabilities
						Print Payroll Reports

UNIT 12: Advanced QuickBooks Features for Accountants

Outcomes: Upon completion of the unit, the students will learn advanced features of QuickBooks software including budgets, estimates, progress billing, credit card sales, accounting for bad debts, memorized reports, the audit trail, and accountant's copy.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Prepare Budgets
						Create Estimates
						Process Billing
						Record Credit Card Sales
						Account for Bad Debt
						Create Memorized Reports
						Use the Audit Trail Feature
						Manage Documents

Projects Required:

As assigned

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Media storage device such as a flash drive, etc.

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.