



BT 2060

Division: Business and Technology

Department: Business Technology

Course: BT 2060

Title: Introduction to QuickBooks

Catalog Description:

This course is designed for students with no prior knowledge of QuickBooks and limited accounting experience. The course will focus on fundamental accounting concepts and the most common software tasks using service and merchandising businesses that include payroll, company creation, and a practice set.

General Education Requirements: N/A

Semesters Offered: Fall, Spring

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: No

Credit/Clock Comments: F (Richfield), S (Ephraim)

Prerequisites: BMGT 1060 or equivalent; or instructor approval

Corequisites: N/A

Justification:

This course will prepare students for entry-level employment in small business. It is modeled after similar courses at CEU, SLCC, Dixie, USU, and UVSC. In order to meet the expectations of employers, the Business Technology Advisory Committee believes that students need experience with the growing trend of basic computerized accounting.

Student Learning Outcomes:

After successful completion of the course, a student will be able to:

- navigate through the QuickBooks software and maintain, backup, and restore company files
- create a company, establish a chart of accounts, set up company information, and create lists for receivables, payables, items, customers, vendors, employees, and others
- create, edit, and delete invoices
- record sales transactions on account and cash sales
- create, edit, and delete payables - vendors, bills, purchase orders, checks, and credit cards
- create, preview, and edit payroll information such as paychecks, pay stub information, and employee information

- perform basic end-of-period accounting procedures such as prepaid expenses, depreciation, sales tax, bank statement reconciliation, etc.
- print and customize basic QuickBooks reports.

Content:

Course objectives will be met through these topics:

- Fundamental accounting concepts
- QuickBooks software features
- QuickBooks data files (import, export, backup)
- Chart of Accounts
- Sales and Receivables (invoices and cash sales)
- Payables and Purchases (petty cash, checks, credit cards, purchase orders)
- Payroll (taxes, W-2 Forms)
- Inventory
- General Accounting and End-of-Period Procedures (bank reconciliation, trial balance, profit and loss statement, balance sheet)
- Creation of a Company
- Practice set: Comprehensive Problem

General Education Outcomes:

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will use QuickBooks tools to create, process, edit, and retrieve specific financial information by defining criteria. They will evaluate and interpret reports to make business decisions by completing basic QuickBooks tasks and accounting procedures.

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will use up-to-date commercial financial software to record business transactions and customize the software to fit the needs of a small to mid-size business.

Key Performance Indicators:

Since different faculty teach the course, teaching styles and evaluation methods may vary. Basic evaluation methods will include

- assignments to demonstrate efficient use of QuickBooks: 30% of the final grade.
- a comprehensive problem (Practice Set or Project): 20% of the final grade.
- written objective exams and/or practical tests using the QuickBooks software: 50% of the final grade.

Percentages are approximate.

Representative Text and/or Supplies:

Horne, Janet, *QuickBooks Pro: A Complete Course*, current edition or equivalent, Prentice Hall.

Optimum Class Size: 12

Maximum Class Size: 22

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)