



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. *Basic computer skill including a good understanding of file management (and/or BT 1010 or equivalent) is highly recommended.*

General Education Requirements: N/A

Semesters Offered: TBA

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

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Justification:

This course will prepare students for entry-level employment in small business. Similar courses are offered at Dixie, SLCC, SUU, USU Eastern, USU, and UVU. In order to meet the expectations of employers, the Business 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 QuickBooks software, maintain files, and print reports
- create a company, establish a chart of accounts, edit company information, create item lists, edit preferences, and customize templates
- enter customers, vendors, and employees
- record cash sales and sales transactions on account
- enter bills, purchase orders, checks, and credit cards
- create, preview, and edit payroll information
- perform basic end-of-period accounting procedures

Content:

Course objectives will be met through these topics:

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- 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. They will evaluate and interpret reports to make business decisions by completing basic QuickBooks tasks and accounting procedures. The instructor will evaluate the reports and provide feedback.

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. The instructor will evaluate the transactions and provide feedback.

Key Performance Indicators:

Student learning outcomes will be assessed by two or more of the following key performance indicators

- production assignments
- comprehensive practice set
- written objective exams and/or practical tests using the QuickBooks software
- participation

Representative Text and/or Supplies:

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

Signatures:

I hereby submit this course syllabus:

LaFaun Barnhurst, 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)