

# ACCT R810: QUICKBOOKS 1

**Originator**

ptrujillo

**Co-Contributor(s)**
**Name(s)**

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**College**

Oxnard College

**Discipline (CB01A)**

ACCT - Accounting

**Course Number (CB01B)**

R810

**Course Title (CB02)**

QuickBooks 1

**Banner/Short Title**

QuickBooks 1

**Credit Type**

Noncredit

**Start Term**

Fall 2021

**Catalog Course Description**

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. This course also covers creation and operation of a detailed accounting system for new and existing businesses.

**Taxonomy of Programs (TOP) Code (CB03)**

0506.40 - \*Small Business and Entrepreneurship

**Course Credit Status (CB04)**

N (Noncredit)

**Course Transfer Status (CB05) (select one only)**

C (Not transferable)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

C - Clearly Occupational

**Course Cooperative Work Experience Education Status (CB10)**

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

**Course Classification Status (CB11)**

J - Workforce Preparation Enhanced Funding

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

J - Workforce Preparation

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

Will not be required

**Grading method**

Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

Yes

**Number of times a student may enroll in this course**

Unlimited

**Maximum units a student may earn in this course**

0

**Units and Hours**

**Carnegie Unit Override**

No

**Total in-Class (full semester or term)**

**Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)**

24

**Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)**

27

**Total Student Learning**

**Total Student Learning**

**Total Minimum Student Learning Hours**

24

**Total Maximum Student Learning Hours**

27

**Student Learning Outcomes (CSLOs)****Upon satisfactory completion of the course, students will be able to:**

- |   |   |
|---|---|
| 1 | Apply introductory business features using QuickBooks software.   |
| 2 | Prepare various reports for businesses using QuickBooks software. |
| 3 | Perform steps to set up a company using QuickBooks.               |
| 4 | Discuss the importance of ethics in the accounting process.       |

**Course Objectives****Upon satisfactory completion of the course, students will be able to:**

- |   |   |
|---|---|
| 1 | Apply introductory features using QuickBooks accounting software.   |
| 2 | Input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, etc. |
| 3 | Prepare all primary financial statements.   |
| 4 | Perform steps to set up a company using QuickBooks.   |
| 5 | Prepare and format reports for use in making business decisions.  |
| 6 | Students will analyze ethical practices in accounting.  |

**Course Content****Lecture/Course Content**

1. QuickBooks Navigation
  - a. Home Page
  - b. Icon Bar
  - c. Menu Bar
2. Introduction to QuickBooks
  - a. Vendor
  - b. Customer
  - c. Inventory
3. Introductory QuickBooks Features for Accountants
  - a. Creation of a Company
  - b. Banking
  - c. Payroll
  - d. Common Financial Reports
  - e. Ethics in accounting

**Methods of Evaluation****Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

Problem solving exercises  
 Skills demonstrations

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Individual projects  
 Laboratory activities  
 Laboratory reports  
 Problem-Solving Assignments  
 Quizzes  
 Research papers

**Instructional Methodology****Specify the methods of instruction that may be employed in this course**

Audio-visual presentations  
 Class activities  
 Class discussions  
 Case studies

Distance Education  
 Demonstrations  
 Instructor-guided use of technology  
 Internet research  
 Lecture

**Describe specific examples of the methods the instructor will use:**

1. Case Study: Students will research a company that made the switch to accounting with QuickBooks and summarize all of the benefits that the company experienced.
2. Live and recorded lectures on course topics including but not limited to the following: Features and efficiencies gained with QuickBooks. Also, banking, payroll, and reports using QuickBooks.
3. Instructor guided use of technology: Instructor will direct students on how to upload their assignments or how to take the exams by providing links that students can follow for tutorial on how to use canvas.
4. Demonstrations: Instructor will demonstrate using the QuickBooks software program to perform common accounting functions.

## Representative Course Assignments

### Writing Assignments

1. Students must prepare an analytical report of a current event related to computers, accounting, or business in general.

### Critical Thinking Assignments

1. Students must read detailed software instructions, and then use these procedures in a variety of hands-on, problem solving situations.
2. Critical thinking assignments where a student is given accounting information and a scenario and they are asked to make recommendations.

### Reading Assignments

1. Students must read detailed software instructions, and then use these procedures in a variety of hands-on, problem solving situations.
2. Students must read one or more current events of their choosing related to computers, accounting, or business in general.

### Other assignments (if applicable)

#### Problem Solving

1. Students must acquire a working knowledge of QuickBooks software and be able to use the program to analyze, process, and report financial information for businesses.

#### Skills Practice

1. Through a variety of exercises and problems, students practice accounting skills using QuickBooks software.

## Outside Assignments

### Representative Outside Assignments

1. Not applicable to a non-credit course.

## Textbooks and Lab Manuals

### Resource Type

Textbook

### Classic Textbook

Yes

### Description

Horne, James (2017). *QuickBooks Online Plus* (2nd). Pearson. 0134473663

### Resource Type

Other Instructional Materials

### Description

USB 3.0 Flash Drive, 2.0GB minimum or higher..

## Distance Education Addendum

### Definitions

#### Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

### Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities.

Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

### Regular Effective/Substantive Contact

#### Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Video Conferencing	Student will attend, participate, and engage in video conferences for the class.
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.

#### Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Video Conferencing	Student will attend, participate, and engage in video conferences for the class.
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.

**100% online Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Video Conferencing	Student will attend, participate, and engage in video conferences for the class.
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.

**Examinations****Hybrid (1%–50% online) Modality**

Online  
On campus

**Hybrid (51%–99% online) Modality**

Online  
On campus

**Primary Minimum Qualification**

ACCOUNTING

**Additional Minimum Qualifications****Minimum Qualifications**

Business

**Review and Approval Dates****Department Chair**

10/20/2020

**Dean**

10/21/2020

**Technical Review**

10/28/2020

**Curriculum Committee**

10/28/2020

**DTRW-I**

MM/DD/YYYY

**Curriculum Committee**

12/09/2020

**Board**

MM/DD/YYYY

**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000594286

**DOE/accreditation approval date**

MM/DD/YYYY