

ACCT R811: QUICKBOOKS 2

Originator

ptrujillo

Co-Contributor(s)
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College

Oxnard College

Discipline (CB01A)

ACCT - Accounting

Course Number (CB01B)

R811

Course Title (CB02)

QuickBooks 2

Banner/Short Title

QuickBooks 2

Credit Type

Noncredit

Start Term

Fall 2021

Catalog Course Description

QuickBooks is a complete computerized accounting system for small businesses. This advanced course covers planning and budgeting, progress billing, file importing and exporting, and creating reports and graphs.

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

Advisories on Recommended Preparation

ACCT R810

Entrance Skills

Entrance Skills

It is important that a student has a working knowledge of QuickBooks prior to taking the QuickBooks II course.

Prerequisite Course Objectives

ACCT R810-Apply introductory features using QuickBooks accounting software.

ACCT R810-Input a variety of business transactions in QuickBooks such as entering purchase orders, receiving inventory, paying bills and invoices, receiving payments, etc.

ACCT R810-Prepare all primary financial statements.

ACCT R810-Perform steps to set up a company using QuickBooks.

ACCT R810-Prepare and format reports for use in making business decisions.

Requisite Justification

Requisite Type

Advisory

Requisite

ACCT R810

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Content review

Student Learning Outcomes (CSLOs)

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

- | | |
|---|---|
| 1 | Apply advanced features using QuickBooks accounting software. |
| 2 | Create a project proposal using QuickBooks accounting software. |
| 3 | Prepare customized reports and graphs for a merchandising or service business using QuickBooks accounting software. |
| 4 | Discuss the importance of ethics in the accounting process. |

Course Objectives

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

- | | |
|---|---|
| 1 | Perform analysis and comparisons after budget and other financial reports are created using QuickBooks accounting software. |
| 2 | Apply advanced features using QuickBooks accounting software. |
| 3 | Gather information from a client and write a proposal for a client using QuickBooks accounting software. |
| 4 | Students will analyze ethical practices in accounting. |

Course Content

Lecture/Course Content

1. QuickBooks Advanced Navigation
 - a. Home Page keystrokes and advanced home page features.
 - b. Icon Bar advanced features.
 - c. Menu Bar advanced setup and customization.
2. Advanced Customization for QuickBooks
 - a. Contractor setup.
 - b. Manufacturing and Wholesale setup.
 - c. Non-Profit Organizations setup.
 - d. Professional Services Retail setup.

3. Advanced QuickBooks Features for Accountants
 - a. Planning and Budgeting
 - b. Progress Billing
 - c. Credit Card Sales, Bad Debts, Memorized Reports.
 - d. 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
Problem-solving exams
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
Guest speakers
Instructor-guided use of technology
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

1. The instructor will employ case studies to demonstrate the effectiveness of performing accounting with QuickBooks.
2. Live and recorded lectures on course topics including but not limited to, the advanced features of the QuickBooks accounting software.
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 advanced 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 on how to properly account for the information that has been provided using QuickBooks.

Reading Assignments

1. Students must read detailed software instructions, and then use these procedures in a variety of hands-on, problem solving situations. 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 an advanced 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**

Not applicable in a non-credit course.

Textbooks and Lab Manuals**Resource Type**

Textbook

Description

Horne, J. (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.
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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

CCC000594287

DOE/accreditation approval date

MM/DD/YYYY