

# ACCT-127: INTRODUCTION TO ACCOUNTING WITH QUICKBOOKS

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**Effective Term**

Fall 2024

**CC Approval**

03/1/2024

**AS Approval**

03/12/2024

**BOT Approval**

03/21/2024

**COCI Approval**

04/01/2024

## SECTION A - Course Data Elements

**Send Workflow to Initiator**

No

**CB04 Credit Status**

Credit - Degree Applicable

**Subject Code**

ACCT - Accounting

**Course Number**

127

**Department**

Accounting (ACCT)

**Division**

Business and Computer Studies

**Full Course Title**

Introduction to Accounting with Quickbooks

**Short Title**

Intro to Accounting with Quick

**CB03 TOP Code**

0502.00 - \*Accounting

**CB08 Basic Skills Status**

NBS - Not Basic Skills

**CB09 SAM Code**

C - Clearly Occupational

**Rationale**

Updated to match C-ID# BSOT 127. Note for Stacey: this needs to be submitted for C-ID approval.

## SECTION B - Course Description

**Catalog Course Description**

This course covers basic accounting concepts and procedures that are required to complete an accounting cycle using generally accepted accounting principles (GAAPs). Employer tax responsibilities and payroll is covered. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, and petty cash, are introduced. Learners complete business

transactions from source documents to closing entries and the preparation of year-end documents such as a balance sheet, income statement, and statement of owner's equity using QuickBooks.

## SECTION C - Conditions on Enrollment

### Open Entry/Open Exit

No

### Repeatability

Not Repeatable

### Grading Options

Letter Grade or Pass/No Pass

### Allow Audit

Yes

## Requisites

### Advisory Prerequisite(s)

Completion of ACCT-120 with a minimum grade of C.

## SECTION D - Course Standards

### Is this course variable unit?

No

### Units

3.0

### Lecture Hours

54.00

### Outside of Class Hours

108

### Total Contact Hours

54

### Total Student Hours

162

## Distance Education Approval

### Is this course offered through Distance Education?

Yes

### Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

## SECTION E - Course Content

### Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Record accounting transactions using a software package and explain various accounting reports
2.	Demonstrate knowledge of the adjustment process in the accounting cycle

## Course Objectives

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

1. Demonstrate an understanding of generally accepted accounting concepts.
2. Demonstrate an understanding of employer tax responsibilities
3. Prepare and record payroll procedures.
4. Complete an accounting cycle from source documents to financial statements using QuickBooks.

## Course Content

1. Accounting Concepts and Procedures
2. Debits and Credits
3. The Accounting Cycle
4. Employer's Tax Responsibilities
5. Recording Payroll Activities
6. Creating a Company with QuickBooks
7. QuickBooks: Recording Operating Activities: Sales and Cash Receipts
8. QuickBooks: Recording Operating Activities: Purchase and Cash Payments
9. QuickBooks: Creating Bank Reconciliations
10. QuickBooks: Recording Adjusting Entries
11. QuickBooks: Creating Financial Statements and Reports

## Methods of Instruction

### Methods of Instruction

Types	Examples of learning activities
Activity	Hands on Quickbooks training using Quickbooks Online student mode
Activity	Enter expenses, pay bills, write checks, and manage suppliers in student mode.
Activity	Create and manage reports in student mode

### Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards  
 Discussion Boards  
 Video or Teleconferencing

### Student-Initiated Online Contact Types

Discussions

### Course design is accessible

Yes

## Methods of Evaluation

### Methods of Evaluation

Types	Examples of classroom assessments
Homework	Assignments demonstrating generally accepted accounting concepts and procedures (GAAPS) Assignments demonstrating understanding of debits and credits and their relationship to types of accounts and transactions Assignments demonstrating an understanding of the accounting cycle Assignments demonstrating an understanding of payroll procedures and employer tax responsibilities Creation of a company with QuickBooks Recording Transactions with QuickBooks Creating Bank Reconciliations with QuickBooks Recording Adjusting Entries with QuickBooks Creating Financial Statements and Reports with QuickBooks

## Assignments

### Reading Assignments

Convert a sample company from a manual accounting system to a computerized system. Examples 1- Read the chapter 2 tutorial on vendors and payables prior to class. 2- Read the accounting terms review for the chapter 2 assignment prior to class.

### Writing Assignments

Input and maintain transactions related to inventory for a sample company and prepare required reports. Examples 1- Input sales information 2- Prepare a sales report

### Other Assignments

Review the updated legal requirements for payroll deductions.

## SECTION F - Textbooks and Instructional Materials

### Material Type

Textbook

### Author

Heintz and Parry, Robert

### Title

College Accounting

### Edition/Version

23rd

### Publisher

Cengage Learning

### Year

2020

### ISBN #

9780357685938

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## Proposed General Education/Transfer Agreement

Do you wish to propose this course for a Local General Education Area?

No

Do you wish to propose this course for a CSU General Education Area?

No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?

No

## Course Codes (Admin Only)

### CB00 State ID

CCC000522970

### CB10 Cooperative Work Experience Status

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

### CB11 Course Classification Status

Y - Credit Course

### CB13 Special Class Status

N - The Course is Not an Approved Special Class

**CB23 Funding Agency Category**

Y - Not Applicable (Funding Not Used)

**CB24 Program Course Status**

Program Applicable

**Allow Pass/No Pass**

Yes

**Only Pass/No Pass**

No

**Reviewer Comments**

**Stacey Howard (showard) (Mon, 28 Nov 2022 22:51:31 GMT):** Rollback: Please include activities under lecture instead of lab.

**Katherine Rhyno (krhyno) (Wed, 30 Nov 2022 19:22:49 GMT):** Please include online adaptation and student initiated online contact types since this is an online course.