Business (BUSN) 1056 Quickbooks (0.5 Units)

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended.

Total Hours: 8 hours lecture

Catalog Description: This is an introductory course on how to use QuickBooks’ basic features through lecture and activities. The course will introduce students to the types of information needed for a business, how to enter the information, and track it in QuickBooks.

Type of Class/Course: Degree Credit


Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. open and close company,
2. set-up a company,
3. work with lists,
4. set-up inventory,
5. create invoices for services,
6. process payments,
7. work with bank accounts,
8. enter and pay bills,
9. use keyboard shortcuts,
10. backup and restore files,
11. understand accounting basics,
12. enter transactions,
13. post journal entries,
14. print reports including trial balance and financial statements, and
15. close accounting periods.

Course Scope and Content:

Unit I: QuickBooks 2012 Introduction
  a. Pre-survey
  b. QuickBooks desktop
  c. Data and Help

Unit II: QuickBooks Basics
  a. Set-up
Unit III: Accounting Basics  
   a. Journal Entries  
   b. Reports  
   c. Closing  

Unit IV: Customer Activities  
   a. Introduction  
   b. Sales  
   c. Reports  

Unit V: Vendor Activities  
   a. Introduction  
   b. Purchases  
   c. Reports  

Unit VI: Closing the Period  
   a. Activities  
   b. Reports  
   c. Closing  

Learning Activities Required Outside of Class:  
The students in this class will spend a minimum of 1 hour outside of the regular class time doing the following:  
1. Reading  
2. Completing assignments  

Methods of Instruction:  
1. Lectures and class discussions  
2. Demonstrations and visual aids  
3. Assignments & activities  

Methods of Evaluation:  
1. Projects  
2. Assignments  

Supplemental Data:  
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