

ACTG 64A: COMPUTERIZED ACCOUNTING PRACTICE USING QUICKBOOKS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	4
Hours:	4 lecture per week (48 total per quarter)
Corequisite:	Completion of or concurrent enrollment in ACTG 1A or 1AH or 60.
Advisory:	Not open to students with credit in CIS 64A.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Apply accounting principles and procedures by data entry of business transactions into a computerized accounting program.
- Integrate knowledge of accounting principles and a computerized accounting program into various financial statements and reports.

Description

Focus on using QuickBooks to record financial data. Reviewing the accounting cycle, processing business transactions and preparing financial statements.

Course Objectives

The student will be able to:

- work independently and comply with written instructions on handling accounting information.
- establish and meet a time schedule.
- increase comprehension of accounting concepts.
- develop orderly habits for handling business papers and processing accounting transactions on the computer, using QuickBooks.
- print out financial statements.
- conduct research on the internet.

Course Content

- Set up a business accounting system
 - Set up chart of accounts
 - Set up company preferences
 - Set up customers, vendors and accounts
 - Set up payroll and employees
- Interpret and enter cash oriented financing, investing and operating business activities in order to evaluating a business's performance and financial position
- Interpret and enter non-cash investing and financing activities
- Interpret and enter adjusting entries

- Accrued expenses
- Accrued revenues
- Unearned revenues
- Deferred expenses
- Depreciation
- Prepare a bank reconciliation and record related adjustments
- Prepare the following budget related activities
 - Budget revenues and expenses
 - Budget balance sheets
 - Prepare a budget versus actual report
- From data interpreted and entered, report on various business activities
 - Create and memorize standardized and customized income statements
 - Create and memorize standardized and customized balance sheets
 - Create and memorize statements of cash flows
 - Create graphs to illustrate financial information
 - Create and memorize reports from the subsidiary journals, such as accounts payable aging reports and accounts receivable aging reports
 - Create comparative balance sheets
 - Create comparative income statements
 - Create comparative balance sheets
 - Modify financial statements
- From data interpreted and entered, create and produce a trial balance
- From data interpreted and entered, create and produce a general ledger
- Print out information obtained from internet research

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Access to computer lab and QuickBooks software.
- When taught as an online distance learning section, students and faculty need ongoing and continuous internet and email access.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Midterm and final exams
- Computerized assignments using Excel spreadsheets to enter business transactions and prepare financial statements
- Computerized assignment using Excel spreadsheets to create general ledger, receivables and payable, payroll transactions, and bank reconciliation statement
- Computerized assignments using Excel spreadsheets to create various budgets
- Discussion posts

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture
- Electronic discussions/chat
- Hands-on assignments

Representative Text(s) and Other Materials

Horne, Janet. QuickBooks Online Plus 2017. 2017.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Assignments will be evaluated based on students' abilities to perform "hands-on" operations/transactions on Excel software. Exercises and problems are designed to test students' skills at understanding different functions and tools within Excel, preparing budgets, using Excel formula function to build vertical, horizontal and ratio analysis, preparing budgets and presenting accounting reports and financial statements.

- A. Reading the required QuickBooks text
- B. Reading of various accounting texts related to accounting terms, regulations, standards and procedures
- C. Visiting accounting websites to read on accounting theories and practices
- D. Internet research regarding best practices in QuickBooks
- E. Reading of Wall Street Journal, Business Week, Fortune

Discipline(s)

Accounting or Computer Information Systems