



MASTER COURSE OUTLINE

A. ACCT 1022 QuickBooks™ Certification Training

B. COURSE DESCRIPTION:

This course covers basic use of QuickBooks™ software for the purposes of preparation for the QuickBooks™ Online Certified User exam. QuickBooks™ is used not only to compile transaction data but also to generate basic financial reports. Students who have a current external certification that meets the objectives for this course may be granted course credit. Pre-requisite: Basic computer skills.

(3 Cr – 3 lect, 0 lab)

C. *Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Accounting principles and concepts using QuickBooks™
- Accounting principles and concepts for service businesses
- Accounting principles and concepts for merchandising businesses
- QuickBooks™ settings and administration
- Sales and Money-In Transactions using QuickBooks™
- Vendors and Money-Out Transactions using QuickBooks™
- QuickBooks™ Bank Accounts, Transaction Rules, and Receipts
- QuickBooks™ general ledger and data files
- Exporting QuickBooks™ data to other applications
- Journal entries and recurring transactions in QuickBooks™

F. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

| <u>GOAL TYPE</u> | <u>OBJECTIVES</u> Students will be able to | <u>OUTCOMES</u> The student will successfully |
|---------------------------|--|--|
| <u>*Critical Thinking</u> | gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected. | <ol style="list-style-type: none"> 1. set up an accounting system pursuant to rules and procedures applicable to QuickBooks™. |
| <u>CS</u> | apply accounting principles and concepts for merchandising, manufacturing, and service companies using QuickBooks™. | <ol style="list-style-type: none"> 1. perform accounting general ledger data entry and analysis. |
| <u>CS</u> | apply QuickBooks™ settings and administration. | <ol style="list-style-type: none"> 1. identify QuickBooks™ features, user roles, licensing requirements, and the process of migrating or setting up a company in QuickBooks™. 2. identify and select editable global settings within QuickBooks™ including accounting methods, tracking features, and tasks performed through automation. 3. identifying the contents and purposes of lists in QuickBooks™. 4. manage QuickBooks™ lists by adding, editing, and deleting items from various lists including the Chart of Accounts. 5. identify the purpose of apps, where to get apps, and risks and benefits of apps connected to QuickBooks™. |
| <u>CS</u> | process sales and money-in transactions using QuickBooks™. | <ol style="list-style-type: none"> 1. set-up customers and sub-customers, including display name, billing and shipping addresses, payment terms, and taxable/exempt status. 2. set-up product and service items. 3. identify available sales form settings and features. 4. prepare sales transactions and credit memos. 5. apply appropriate work-flows for money-in transactions through invoices, sales receipts, deposits, undeposited funds, and refunds. |
| <u>CS</u> | process vendor and money-out transactions using QuickBooks™. | <ol style="list-style-type: none"> 1. set-up and manage vendors, including adding new vendors, merging vendor accounts, payment terms, and 1099 contractors. 2. identify available expenses settings, including tracking features and billable versus unbilled expenses. 3. apply work-flows for money-out transactions through checks, bills, bill payments, credit cards, debit cards, vendor credits and refunds, |

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|-----------|---|---|
| | | and voiding, deleting and editing money-out transactions. |
| <u>CS</u> | apply QuickBooks™ bank accounts, transaction rules, and receipts. | <ol style="list-style-type: none"> 1. identify the types of financial accounts to which QuickBooks™ can connect. 2. identify the benefits of connecting QuickBooks™ to external accounts. 3. process bank feed transactions. 4. apply the use of bank rules. 5. identify methods of uploading receipts. 6. record transactions from uploaded receipts. |
| <u>CS</u> | run, export, and interpret basic QuickBooks™ reports and views. | <ol style="list-style-type: none"> 1. identify the content and purpose of financial reports. 2. identify the content and purpose of money-in reports. 3. identify the content and purpose of money-out reports. 4. customize standard reports. 5. export QuickBooks™ reports to other applications. 6. identify the content of the Audit Log. 7. identify the content and functionality of the dashboards. |

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 02/27/18; 01/25/26

AASC Approval date: 03/06/18; 03/17/26

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland’s MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

| *Riverland Community College Core Themes | MnTC Goal Number |
|---|-----------------------------|
| Critical Thinking (CT) | 2 |
| Human Diversity (HD) | 7A, 7B, 7A/B |
| Global Perspective (GP) | 8 |
| Ethical and Civic Responsibility (EC) | 9 |
| People and the Environment (PE) | 10 |

| **Riverland Community College Discipline Areas | MnTC Goal Number |
|---|-----------------------------|
| Communication (CM) | 1 |
| Natural Sciences (NS) | 3 |
| Mathematics/Logical Reasoning (MA) | 4 |
| History and the Social & Behavioral Sciences (SS) | 5 |
| Humanities and Fine Arts (HU) | 6 |

Riverland