



## BAT265 Advanced Accounting Software Syllabus

### Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

### Description

This course is a comprehensive survey of QuickBooks Pro 2014 that culminates with sitting for the QuickBooks Pro 2014 certification exam.

**Prerequisites:** BBA115 Business Accounting

### Textbooks

Conlon, *QuickBooks Pro 2014: Comprehensive*, Labyrinth Learning; 2014; 1<sup>st</sup> Edition; ISBN: 978-1-591-36686-7.

### Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Manage and work with QuickBooks files to include backing up and updating company files.
2. Pan and create a new company to include editing company preferences and customizing a company file.
3. Enter and edit a new company's opening balances and historical transaction data.
4. Manage the customers and job list; understand and create items such as service and non-inventory items.
5. Create new customers and invoices, enter sales receipts, receive and post payments, and correct errors that occur.
6. Create new vendors and manage the vendor list.
7. Enter and pay bills, writing and printing checks, and correcting errors that occur.
8. Create and manage other balance sheet accounts such as bad debt write offs, setting up fixed assets, recording depreciation expense and accumulated depreciation, setting up long-term

- liabilities, and working with owner's equity and retained earnings.
9. Manage and set up employee records and other payroll recordkeeping.
  10. Calculate, setup, and run payroll; generate paychecks and distribution of payroll withholdings.
  11. Reconcile payroll records and generate payroll tax reports such as 1099s, W-2s, W-3s, p40 and 941 as well as other payroll reports.
  12. Manage and create job estimates and time tracking; using time tracking to create paychecks and invoice customers or job.
  13. Customize and integrate QuickBooks to create custom fields, custom reports and graphs, custom forms, and integrate with Microsoft Office products.
  14. Create and post period-end and year-end adjusting entries.
  15. Prepare financial statements including income statement, balance sheet, and statement of owner's equity.
  16. Prepare and post-closing entries and generate post-closing trial balance.
  17. Generate various reports including customer lists, vendor lists, accounts receivable reports, accounts payable reports, inventory reports, and other reports.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

### Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: [ssscoordinator@washburn.edu](mailto:ssscoordinator@washburn.edu)

