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# CMPT 1362: QuickBooks Desktop Level 1

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## EFFECTIVE DATE

April 2020

## DEPARTMENT

Computers - City Centre

## DESCRIPTION

Learn how to perform daily accounting tasks including: working with Customers Centre, Employee Centre, and Vendor Centre; writing cheques, transferring money between accounts, and reconciling accounts; working with asset, liability, and equity accounts; processing sales orders and recording customer payments, accounts payable and accounts receivable; entering and paying bills; and basic payroll functions. Students should be familiar with the following accounting terms: asset, liability, equity, balance sheet, trial balance, income statement, debit & credit, ledger & journal, accounts payable & accounts receivable, and federal government remittance process for GST/HST. Required: Please purchase textbook from Downtown Campus Bookstore before the course start date. Please bring a USB flash drive to class.

## CREDITS

0.0

## YEAR OF STUDY

General Interest

## PREREQUISITES

Recommended: Ability to use computers comfortably, and basic bookkeeping knowledge.

## COREQUISITES

None

## COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Perform daily accounting tasks, including working with Customers Centre, Employee Centre, and Vendor Centre
- Perform basic payroll functions and write cheques
- Transfer money between accounts, and reconcile accounts
- Work with asset, liability, and equity accounts

- Process sales orders and record customer payments
- Use accounts payable and accounts receivable
- Enter and pay bills

## **PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)**

None

## **HOURS**

Lecture: 0

Lab: 18

## **INSTRUCTIONAL STRATEGIES**

### **GRADING SYSTEM**

Satisfactory/Unsatisfactory

### **PASSING GRADE**

'S' based on minimum 80% attendance

## **EVALUATION PLAN**

None

## **COURSE TOPICS**

- Introduction to QuickBooks  
Inventory and Services  
Vendors and Accounts Payable  
Customers and Accounts Receivable  
Employees and Payroll  
Reporting Miscellaneous and Year-End Procedures

## **LEARNING RESOURCES**

None



Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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