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## CMPT 1363: QuickBooks Desktop Level 2

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### EFFECTIVE DATE

April 2020

### DEPARTMENT

Computers - City Centre

### DESCRIPTION

Become familiar with the more advanced functions and capabilities of QuickBooks including: setting-up and tracking inventory; dealing with advanced tasks for receivables and payables; intermediate payroll functions such as running a payroll schedule, tracking your tax liabilities and paying payroll taxes; creating jobs and estimates; creating and tracking invoices; and customizing invoices and forms. Required: Please purchase textbook from Downtown Campus Bookstore before course start date. Please bring a USB stick to class.

### CREDITS

0.0

### YEAR OF STUDY

General Interest

### PREREQUISITES

Recommended: QuickBooks Desktop Level 1 (CMPT 1362), or equivalent knowledge/experience.

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

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

- Work with Customers Centre, Employee Centre, and Vendor Centre
- Write cheques
- Transfer money between accounts, and reconciling accounts
- Work with asset, liability, and equity accounts
- Process sales orders and recording customer payments
- Handle Accounts Payable and Accounts Receivable
- Enter and pay bills
- Identify basic payroll functions

## **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**

- Inventory and Services  
Vendors and Accounts Payable  
Customers and Accounts Receivable  
Employees and Payroll  
Reporting, Miscellaneous & 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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