

**University of Arkansas - Fort Smith**  
**5210 Grand Avenue**  
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## **General Syllabus**

### **ITA 1011 QuickBooks**

Credit Hours: 1                      Lecture Hours: 1                      Laboratory Hours: 0

Effective Catalog: 2018-2019

#### **I. Course Information**

##### **A. Catalog Description**

Accounting basics using QuickBooks including writing checks, creating reports, managing accounts payables/receivables, invoicing, inventory management, and payroll. Outside computer practice is required.

##### **B. Additional Information - None**

#### **II. Student Learning Outcomes**

##### **A. Subject Matter**

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

1. Create check register transactions.
2. Correctly write checks.
3. Set up a financial calendar
4. Create various accounts (including credit card and loan accounts) that meet user requirements.
5. Develop a tracking for a paycheck and the financial calendar.
6. Produce a budget.
7. Create financial reports.
8. Graph financial results.

##### **B. University Learning Outcomes**

This course enhances student abilities in the following area:

##### **Analytical Skills**

**Critical Thinking:** Students will identify an accounting problem and will set up a chart of accounts in the Quickbooks software to solve the problem.

**Qualitative Reasoning:** Students will apply various quantitative skills to identify data to set up and operate financial software for a small business.

### **III. Major Course Topics**

- A. Open, Close, and Save a QuickBooks File.
- B. Prepare a Balance Sheet using QuickBooks.
- C. Prepare an Income Statement using QuickBooks.
- D. Prepare a Statement of Cash Flows using QuickBooks.
- E. Create supporting reports to help make business decisions.