

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 6000

Course Title: QuickBooks - Advanced

Course Description: Move your QuickBooks skills to the expert level.

Suggested Course Prerequisite(s): QuickBooks Intermediate, or equivalent experience.

Course Resources: QuickBooks Desktop 2021: Comprehensive, Labyrinth, ISBN: 9781640613348

Student Learning Outcomes:

Demonstrate understanding of what happens behind-the-scenes with QuickBooks: Balance Sheet Accounts, Online Banking, Creating Budgets, Year End Closing Procedures, and Problem Solving Tactics.

Certification Notes:

Next course recommendation: QuickBooks Certified User Exam Prep

Lesson Plan – by week or session:

Session 1: Video Tutorials

- Basic Accounting & Double Entry Accounting
- Accounting Principles Defined
- Working with Accountants (The “Accountant’s Copy”)

Working with Balance Sheet Accounts

Creating Budgets & Forecasting

Session 2: Working with the Online Banking Center

- Downloading & Entering Online Transactions
 - Automating Data
- Making General Journal and Adjusting Entries in QuickBooks Other Entries
Year End Procedures - “Closing the Books”

Session 3:

Problem Solving

Tips, Tricks & Workarounds

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.