

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 6005

Course Title: QuickBooks - Beginner

Course Description: Using QuickBooks to make your bookkeeping easy and insightful. Manage basic tasks quickly and effectively, increase efficiency and accuracy, and organize information for financial management.

Suggested Course Prerequisite(s): Familiarity with computer keyboarding and Windows.

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

Student Learning Outcomes:

1. Create a new company and its chart of accounts
2. Set up, edit and add to lists.
3. Write and print checks and make deposits
4. Create Invoices and cash sales receipts and post the payment received.
5. Enter and pay bills
6. Reconcile Bank Accounts

Certification Notes:

Next course recommendation: QuickBooks Intermediate

Lesson Plan – by week or session:

Session 1:

Discovering What's New in QuickBooks
Presenting QuickBooks Pro
Understanding Basic Accounting
Managing Basic QuickBooks Files
Backing Up and Updating Your Company File
Planning and Creating a Company
Editing Your QuickBooks Preferences
Customizing a Company File
Working with Opening Balances and Historical Transactions
Finding Help in QuickBooks
Setting up Users
Closing the Books and Running List Reports

Session 2:

Exploring the Vendor Center
Working with Customer & Vendor Profile Lists
Creating Custom Fields
Entering Bills
Paying Bills
Writing and Printing Checks
Producing Vendor Reports
Working with QuickBooks Graphs
Working with the Customer Center
Understanding and Creating Items
Creating Invoices

Session 3:

Receiving Payments

Entering Sales Receipts Integrating with MS Word
Working with Customer-Related and P & L Reports
Creating Banking Accounts
Making Deposits
Transferring Funds
Managing Credit and Debit Card Transactions
Reconciling Accounts
Working with Banking and Balance
Banking Online with QuickBooks

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.