

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 6010

Course Title: QuickBooks - Intermediate

Course Description: Move beyond the basics. Learn to manually enter receipts, download transactions from financial institutions and reconcile your accounts. Set up and Process Payroll. Learn about Payroll taxes and how to file necessary forms for the IRS.

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

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

Student Learning Outcomes:

1. Familiarity with the Online Banking Center and how it works.
2. Process Payroll and payroll taxes and necessary forms for IRS
3. Generate Estimates, Track Billable Expenses, Progress Invoicing and Class Tracking.
4. Customize templates and reports; and create QuickBooks letters.

Certification Notes:

Next course recommendation: QuickBooks Advanced

Lesson Plan – by week or session:

Session 1: Dealing With Physical Inventory

- Setting Up The Items List
- Purchase Orders & Receiving Inventory from Vendors
- Adjusting Quantity/Value on Hand
- Handling Sales Tax (The RightWay)

Using QuickBooks for Payroll

- Payroll Setup
- Working with Employees
- Processing Payroll

Session 2: Working with Estimates and Time Tracking

- Creating Estimates and Job Costing
 - Mileage and Time-Tracking
 - Using Time-Tracking to Create Paychecks and Customer Invoicing
- Dealing with Bad Debt & Not Sufficient Funds (NSF) Transactions
Credits & Refunds

Session 3:

Memorized Transactions
Reports & Graphs
Customization

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.