

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** ACNT 6015

**Course Title:** QuickBooks – Certified User Exam Prep

**Course Description:** A QuickBooks Certified User (QBCU) is an individual who has learned how QuickBooks works and wants to prove their skills to the world. This course is designed to help prepare you for the Intuit QuickBooks Certified User Exam from Certiport. In this class we will review what we've learned from the Beginner to Advanced classes and prepare for the actual exam.

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

**Course Resources:** (OPTIONAL) QuickBooks Desktop 2021: Comprehensive, Labyrinth, ISBN: 9781640613348

**Student Learning Outcomes:** Demonstrate preparedness for the Intuit QuickBooks Certified User Exam from Certiport.

**Certification Notes:**

**Next course recommendation:**

**Lesson Plan – by week or session:**

Session 1:

Introductions

Exam Discussion: Certiport Registration and Exam Enrollment Procedures

Beginner Course Review: QuickBooks Setup, Utilities, List Management and Daily Transactions

Practical Exercises

Session 2:

Intermediate and Advanced Course Review: Payroll, Reports, Basic Accounting and Customization

Practical Exercises

Q&A

Session 3:

Skills Reinforcement Project

Practice Exam

**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](http://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.