

Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 6020

Course Title: QuickBooks Online - Advanced

Course Description: This course is designed to cover in detail concepts learned in the QuickBooks Online course, which includes additional and advanced functions. Students will gain knowledge/experience through hands-on exercises, class discussions, projects and an exam. Also, the material covered in this course includes objectives needed to prepare students for the QuickBooks Online User-Certification Exam.

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

Course Resources:

Student Learning Outcomes: Demonstrate skills that allow QuickBooks Online to be utilized effectively for efficiency and accuracy in the workplace.

Certification Notes:

Next course recommendation:

Lesson Plan – by week or session:

Session 1:

QuickBooks Online Course Review

Session 2:

Projects, Tags, Importing Various Data, Uploading/Analyzing Data
Practical Exercises

Session 3:

Adding Users, Merging Accounts/Data, Journal Entries, Audit Options
Practical Exercises
Q&A/Scenarios

Session 4:

(Class) Skills Reinforcement Project

Session 5:

Price levels/Discounts, Taxes, Creating and Managing Inventory/ Non-Inventory/ Bundles
Practical Exercises

Session 6:

Customize/Utilize Various Forms, Delivery Options, Email with messages, Statements with additional fees
Practical Exercises
Q&A Scenarios

Session 7:

Payroll, Advanced Reporting, Discuss Online Functions, Discuss Apps

Practice Exam

Session 8:

(Individual) Skills Reinforcement Project

(Optional) Exam Discussion: Certiport Registration and Exam Enrollment Procedures

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 accommodation. See the current Collin Student Handbook for additional information.