

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 6020

Course Title: QuickBooks - Online

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 generally accepted accounting principles (GAAP)

Course Resources:

QuickBooks Online: Comprehensive, Academic Year 2022-2023

<http://www.lablearning.com/QuickBooks-Online-Comprehensive-2022-2023-Edition.html>

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:

Lesson Plan – by week or session:

Essential coverage of QuickBooks Online for employees, company owners, accountants, and others to effectively use the software for all small-business accounting needs.

Sessions 1-4:

Chapters 1–6: Introduction to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts.

Sessions 5-8:

Chapters 7–13 Advanced topics: Creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, and filing payroll tax forms.

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.