COURSE NAME: ZACT 102 QUICKBOOKS ACCOUNTING

COURSE DESCRIPTION *(Detailed Syllabus is released upon registration)*

Students will learn the essentials of QuickBooks Accounting. Upon completion of this course students will be able to: 1) explain company set up, new files, customers, vendors, invoices, purchase orders, and general journal entries and describe how to enter and edit data accurately, 2) describe income and expense accounts, asset & liability accounts, reminders and alerts, subaccounts, and estimates, 3) discuss vendor bills, update sales receipts, update statement charges, and practice planning and budgeting and how to enter accounts payable, and create checks, and, 4) describe charts of accounts and lists, merge accounts and subaccounts, and manage inventory and non-inventory accounts.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

A. Access to a printer or printing shop such as FedEx Kinko's

B. Access to high speed Internet and a reliable computer

C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.

E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.

F. Late Assignment Policy: If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.