

COURSE NAME: ZACT 103 QUICKBOOKS PAYROLL**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of QuickBooks Payroll. Upon completion of this course students will be able to: 1) explain company set up, employees, customers and vendors, jobs and estimates, asset and liability accounts, charts of accounts, lists, and general journal entries, 2) describe account setup, payroll systems preferences, employee preferences, payroll budgets, vendor 1099s, and administrative and user passwords, 3) discuss vendor payroll services, backup and restore data, vehicle mileage, create and remove closing dates, and customize reports and graphs, and 4) explain tax guidelines for business startup, EIN numbers, and tax record keeping, save reports and forms as a PDF file, and export reports to Microsoft Excel.

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.