THE LEARNING SOURCE

EDUCATION FOR THE NEW ECONOMY

Quickbooks

SYLLABUS 2023

PART 1: COURSE INFORMATION

Instructor Information:

INSTRUCTOR

:

OFFICE

270 E Douglas Ave, El Cajon, CA, 92020.
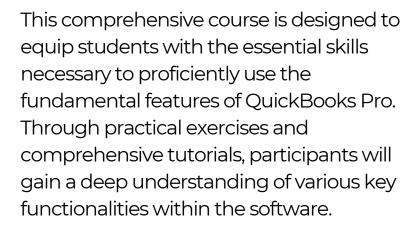
OFFICE TELEPHONE

(619) 401-4011

EMAIL

info@thelearningsource.net

CLASS HOURS

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DESCRIPTION

This comprehensive course is designed to equip students with the essential skills necessary to proficiently use the fundamental features of QuickBooks Pro. Through practical exercises and comprehensive tutorials, participants will gain a deep understanding of various key functionalities within the software.

The mission and purpose of this certificate course are to familiarize students with QuickBooks and its features. This course is not designed to lead to a specific occupation, rather it aims to provide a solid foundation in the efficient use of QuickBooks for financial management purposes.

The course covers a range of topics, including the initial setup of a company, the creation and management of a detailed chart of accounts, the accurate recording of checks and transactions, handling accounts receivable and accounts payable, effective management of customer transactions, streamlining vendor transactions, leveraging the powerful banking capabilities of QuickBooks, and using the platform to generate insightful financial reports.

Prior to enrollment, students are required to have a fundamental understanding of basic computer operations and terminology. This course is ideal for individuals seeking to enhance their proficiency in financial management and for professionals aiming to streamline their accounting processes using QuickBooks Pro.

THE MISSION AND PURPOSE

Instructional Modality

This program is taught live online (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Course Requirements

- 🎓 Tuition **$ 500.00**
- 👤 Materials **$ 100.00**
- 📖 Registration Fee (Non-refundable) **$ 250.00**

Total Charges: **$ 850.00**

Course Objectives

Upon completion of this course, students will be able to:

- Explain basic accounting.

- Manage QuickBooks files.

- Backup files.

- Work with customer transactions.

- Bank with QuickBooks.

- Set up a company on QuickBooks.

Module Structure

Module 1

Introducing QuickBooks Pro
The module introduces basic accounting, managing QuickBooks files, and backing up your company file.

Module 2

Working with Customer Transactions
In this module, students learn how to manage the customer and job lists, create service items, create invoices, receive payments, enter sales receipts, make deposits, and generate customer-related reports.

Module 3

Working with Vendor Transactions
Students learn how to manage the vendor list, enter bills, pay bills, write checks, produce vendor and P&L reports, and work with QuickBooks graphs.

Module 4

Banking with QuickBooks
Students learn how to create bank accounts, work with the chart of accounts, transfer funds, manage credit card transactions, reconcile accounts, view banking reports, and go online with QuickBooks.

Module 5

Creating A Company
Students learn how to plan and create a company, edit QuickBooks preferences, customize a company file, open balance, and historical transactions.

Requirements for Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

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COURSE REQUIREMENTS

Course Requirements

📶 Internet connection
(DSL, LAN, or cable connection desirable)

COURSE STRUCTURE

Course Format:

The course is delivered online through the interactive platform Zoom, providing real-time virtual sessions. During the live classes, participants experience a dynamic environment that fosters a deep understanding of QuickBooks Pro's functionalities. Guided by expert instructors, students actively engage in interactive discussions and have access to a variety of supplementary resources designed to enhance their learning experience.

Necessary support materials are provided to students to ensure a comprehensive understanding of effective QuickBooks usage. Additional resources, including relevant readings and practical case studies, are offered to reinforce theoretical understanding and facilitate practical application of the presented concepts.

The course is structured into the following specific QuickBooks modules:

❶ Introduction to QuickBooks Pro

❷ Working with Customer Transactions

❸ Working with Vendor Transactions

❹ Banking with QuickBooks

❺ Creating a Company

Each of these modules has been meticulously designed to provide participants with an in-depth knowledge of the essential functions and applications of QuickBooks Pro.

COURSE STRUCTURE

Benefits for Students:

- Acquisition of practical skills in efficient management of financial transactions using QuickBooks software.
- Enhanced understanding of accounting and finance through the practical application of QuickBooks concepts and functions.
- Development of a strong knowledge base in generating and analyzing accurate and detailed financial reports.
- Preparedness to tackle real-world financial challenges through the effective application of QuickBooks tools and functionalities.
- Increased employability and competitiveness in the job market by mastering the fundamental QuickBooks skills required in current business environments.

Online Resources

Students taking this course have access to a variety of online resources that complement their learning.

1. Guides and manuals for QuickBooks Pro provided by the official platform.
2. Interactive online tutorials providing a detailed understanding of specific features and advanced functions of QuickBooks Pro.
3. Online discussion forums where students can raise questions, exchange ideas, and resolve queries regarding the use and application of QuickBooks in different business contexts.
4. Carefully selected additional materials covering relevant case studies and practical situations aimed at strengthening theoretical understanding and enhancing practical skills in financial and accounting management.
5. Multimedia learning resources, such as instructional videos and interactive presentations, offering a dynamic and engaging learning experience.
6. The Zoom application, which is used to attend online classes and participate in interactive virtual sessions led by expert instructors.
7. Gmail, enabling them to maintain constant contact with their classmates and professors, facilitating communication and the exchange of relevant information related to the QuickBooks course.
8. Google Drive, used to store and share study materials, assignments, and projects related to the QuickBooks course. Google Drive provides convenient and secure access to information, allowing students to collaborate effectively on group projects and access course resources from anywhere, at any time.

By using these online resources, students gain a more comprehensive understanding of QuickBooks Pro and its practical application in business environments.

PART 2: STUDENT LEARNING OUTCOMES

Upon successful completion of this program, students will achieve the following objectives:

- Understand and effectively utilize the basic and advanced features of QuickBooks Pro for efficient management of financial transactions.

- Apply acquired knowledge to establish and maintain a robust and accurate accounting structure using QuickBooks.

- Demonstrate enhanced skills in generating precise and detailed financial reports using the tools and functions available in QuickBooks.

- Integrate theoretical and practical understanding of QuickBooks in specific business environments to enhance accounting and financial processes.

- Utilize the experience gained in QuickBooks to solve complex financial and accounting challenges in real business contexts, demonstrating competence and advanced practical skills in managing financial transactions.

- These outcomes will provide students with the necessary skills and knowledge to proficiently manage financial tasks and operations using QuickBooks, enabling them to excel in various accounting and financial roles within diverse professional environments.

PART 2: STUDENT LEARNING OUTCOMES

Throughout the duration of the course, students will actively pursue the attainment of the mentioned objectives through their active involvement in a range of activities, which include:

- Assessments based on interactive activities and practical exercises in class to measure the understanding and application of QuickBooks concepts in simulated business environments.

- Participation: Active involvement in class discussions, group activities, and online forums will encourage students to apply their knowledge and contribute to a collaborative learning environment.

- A comprehensive final assessment intended to measure the overall understanding of QuickBooks and its application in challenging business environments, ensuring that students are prepared to apply their skills in demanding professional settings.

These varied activities aim to cultivate a comprehensive learning experience, enabling students to acquire practical skills and knowledge in the realm of QuickBooks while fulfilling the course objectives.

Part 3: Topic Outline/ Schedule

Course Duration and Structure

This QuickBooks course spans a total of 12 hours of instruction, divided into 5 thematic modules. Each module focuses on key aspects of QuickBooks Pro, and the overall duration of the course is designed to provide students with a solid understanding of the software's essential functionalities within an efficient and effective timeframe.

❶ Introduction to QuickBooks Pro

❷ Working with Customer Transactions

❸ Working with Vendor Transactions

❹ Banking with QuickBooks

❺ Creating a Company

Every module has been thoughtfully structured to provide students with a well-rounded understanding of QuickBooks principles and their practical implementation. Encouragement of active participation in discussions and hands-on exercises enables students to grasp the application of QuickBooks in various real-world financial contexts.

PART 4: GRADING POLICY
Graded Course Activities

The QuickBooks course development focuses on the practical application of accounting and financial knowledge through the effective use of the software. At the end of each module, students will engage in a final activity designed to apply the learned concepts, aiding the instructor in assessing their understanding and practical skills in simulated business environments.

In addition to these activities, at the end of the entire course, there will be a comprehensive final assessment that will evaluate students' ability to synthesize and effectively apply the knowledge gained throughout the course to various practical scenarios. A minimum grade of C+ is required to pass the final examination of the course.

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 1 Introducing QuickBooks Pro**	**Setting Up and Initial Management of the Business File in QuickBooks Pro**	**Students will be given a simulated business case study where they will be presented with a basic accounting scenario. They will use QuickBooks Pro to set up a new company file and back up the company file within the software. Furthermore, they will be required to record basic financial transactions within the QuickBooks Pro system, applying the concepts introduced in the module. They will be asked to submit a detailed report of the transactions and the steps taken during the process.**	1. **Accuracy in setting up a new company file in QuickBooks Pro.** 2. **Depth of understanding and application of the basic accounting concepts introduced in the module.** 3. **Ability to efficiently and securely back up the company file in QuickBooks Pro.** 4. **Accuracy in recording and presenting the financial transactions conducted in the system, demonstrating practical understanding of the basic functions of QuickBooks Pro.**
15	**Module 2 Working with Customer Transactions**	**Managing Customer Transactions in QuickBooks Pro**	**Students will be assigned a simulated business scenario that will require the handling of customer transactions in QuickBooks Pro. They will be tasked with creating a list of customers and jobs, as well as relevant service items for the business. Additionally, they will be asked to generate accurate invoices for service transactions, record received payments from customers, and make income deposits. Lastly, they will need to generate detailed reports of customer transactions and generated revenue for review and analysis.**	1. **Accuracy in creating and managing customer and job lists in QuickBooks Pro.** 2. **Ability to generate detailed and accurate invoices for services rendered to customers.** 3. **Precision in recording and managing payments received from customers, as well as making corresponding income deposits.** 4. **Capability to generate comprehensive and understandable reports on customer transactions and related financial activities, demonstrating a deep understanding of customer management functions in QuickBooks Pro.**

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 3 Working with Vendor Transactions**	**Managing Vendor Transactions in QuickBooks Pro**	**Students will be assigned a simulated business scenario that will require the management of vendor transactions in QuickBooks Pro. They will need to manage the vendor list, input purchase bills, make bill payments, and issue corresponding checks. Additionally, they will be asked to produce detailed vendor and P&L reports and work with QuickBooks graphs to analyze financial information.**	1. **Accuracy in managing and updating the vendor list in QuickBooks Pro.** 2. **Ability to input and manage purchase bills from vendors accurately.** 3. **Precision in making bill payments and issuing corresponding checks in QuickBooks Pro.** 4. **Capability to produce comprehensive and understandable vendor and P&L reports and to effectively utilize QuickBooks graphs to analyze financial data.**
15	**Module 4 Banking with QuickBooks**	**Banking Management with QuickBooks**	**Students will be presented with a simulated business scenario where they will have to manage banking transactions using QuickBooks. They will need to create bank accounts, work with the chart of accounts, carry out fund transfers, manage credit card transactions, reconcile accounts, view banking reports, and utilize QuickBooks online. They will be asked to submit a detailed report of the banking transactions and activities performed during the exercise.**	1. **Accuracy in creating and managing bank accounts and the chart of accounts in QuickBooks.** 2. **Ability to conduct fund transfers accurately and efficiently within the software.** 3. **Precision in managing credit card transactions and reconciling bank accounts in QuickBooks.** 4. **Capability to interpret and effectively utilize the generated banking reports and to perform online operations with QuickBooks.**

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 5 Creating A Company**	**Creating a Company in QuickBooks**	**Students will engage in a practical exercise where they will be required to plan and create a company in QuickBooks. They will learn to edit QuickBooks preferences, customize a company file, upload opening balances, and historical transactions. They will be asked to submit a detailed report of the entire company creation process in QuickBooks, demonstrating a solid understanding of the required steps and procedures.**	1. **Ability to accurately plan and create a company in QuickBooks following the necessary steps.** 2. **Proficiency in editing QuickBooks preferences and customizing a company file to meet specific requirements.** 3. **Precision in uploading opening balances and historical transactions in QuickBooks, ensuring data integrity and consistency with actual business operations.** 4. **Capability to present a comprehensive and understandable report of the entire company creation process in QuickBooks, demonstrating a strong understanding of the software's concepts and functionality.**
25	**Final exam**			
FINAL POINTS: 100				

Late Work Policy

It is strongly encouraged to adhere to the established deadlines, as there will be no opportunities for makeup assignments or quizzes. Late submissions will only be considered under exceptional circumstances and with the instructor's approval.

Viewing Grades

The instructor will diligently maintain a record of grades and typically update them within one or two days following the completion of an activity.

Letter Grade Assignment

Final course grades will be determined by the percentage of total points earned and will be assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

LATE WORK POLICY

PART 5: COURSE POLICIES

Students are expected to attend all class sessions as listed on the course calendar. Each student is allowed up to three unexcused absences.

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However, beyond these initial three absences, any further need for time off due to personal vacation, work-related commitments, or any health or personal circumstances will require prior approval. Such requests should be submitted via email to provide documentation and receive permission to accommodate these absences. It is important to note that if students accumulate more than three unexcused absences, they will be ineligible to take the final exam. This can directly impact their ability to earn a passing grade.

Participate

It is important to clarify that class participation will not be directly evaluated in this course. However, it is worth emphasizing that active participation during class sessions is essential. As the sessions progress, questions, debates, and opportunities to share ideas and perspectives will naturally arise, and all students are encouraged to actively engage in these interactions.

It is crucial to note that if, at any point, your scores on assessments do not meet the passing levels, active class participation may be taken into consideration to award additional points as an incentive to improve academic performance. While class participation is not directly assessed, it can positively impact your success in the course. Students are encouraged to commit to and actively participate in classes to make the most of this learning opportunity.

Build Rapport

In the event that students encounter challenges in keeping up with assignments or face any other course-related issues, it is essential to promptly inform the instructor. It is worth noting that nurturing positive relationships, both with peers and within the classroom environment, is of paramount importance.

Therefore, students are encouraged to take a proactive approach in communicating any difficulties that may arise during the course to their instructor. This early communication ensures that timely solutions can be sought to address any challenges and fosters a professional and effective learning experience.

Complete Assignments

All assignments for this course should be sent electronically through Gmail and Google Drive, unless the instructor specifies otherwise. It's important to submit assignments by the specified deadline. If a student needs more time, they should request special permission from the instructor before the due date. Keep in mind that extensions will only be granted in exceptional situations and will not extend beyond the following assignment.

Moreover, all discussion assignments need to be finished by the specified due date and time. Late or missing discussion assignments will affect the student's grade.

Understand When You May Drop This Course

In this course, it is understood that personal situations or circumstances outside of school may arise, requiring a student to stop attending classes for a period of time. To do this properly, a specific process has been established.

If a student finds themselves in a situation where they need to stop attending classes, they are asked to notify their instructor before making a decision. This prior communication is important so that the instructor can understand the situation and agree on how much time the student needs before returning to classes.

It is worth mentioning that, although a student may need a break from participating in the course, classes will continue progressing in the module and lesson in which they are or where they decided to stop participating. This ensures that the student can catch up effectively when they decide to return.

The goal is to support students during any period when they need to be absent and facilitate their return without difficulties. Students can reach out to their instructor to discuss their needs and agree on the necessary details for their return to the course.

Inform Your Instructor of Any Accommodations Needed

In our commitment to ensuring an inclusive educational environment, all students, regardless of their abilities or disabilities, have the option to request reasonable accommodations to fully participate in the course. We recognize the importance of providing equal access and opportunities to all students and strive to ensure that all accommodations are feasible within our means.

We encourage any students requiring specific adjustments due to different abilities or disabilities to reach out to the designated staff to coordinate and facilitate these accommodations. Our goal is to provide an inclusive and collaborative learning environment that fosters the success of all students. Any requests for reasonable accommodations will be treated confidentially and with the utmost respect for the individuality and dignity of each student.

We are committed to working closely with students to implement reasonable accommodations whenever possible and to ensure equitable access to education for all course participants.

Commit to Integrity

At "The Learning Source" (our vocational school), students are expected to maintain the highest standards of professionalism, active engagement, and integrity throughout their online learning experience.

Students are encouraged to approach their online courses with a strong commitment to professionalism, which encompasses punctuality, respect for peers and instructors, and adherence to the established codes of conduct for virtual classrooms. Upholding professionalism in online interactions is essential for creating a positive and respectful learning environment.

Active participation in online classes is paramount to success. Actively engaging in discussions, submitting assignments on time, and seeking assistance when needed are all integral components of the learning process. Active participation not only enhances individual learning but also contributes to the overall educational experience for fellow students.

Integrity is a core value upheld by "The Learning Source." Students are expected to demonstrate honesty and ethical behavior, both within the virtual classroom and in all aspects of their academic work.

At "The Learning Source," students are encouraged to embrace professionalism, active engagement, and integrity as fundamental principles of their online learning journey. Adhering to these principles ensures a positive and enriching online learning experience for all students.

ACADEMIC DISHONESTY POLICY

Definition of Academic Dishonesty: Academic dishonesty includes, but is not limited to, any form of cheating, plagiarism, fabrication of information, or other unethical behavior intended to gain an unfair academic advantage.

Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

01 Plagiarism

Presenting someone else's work, ideas, or words as one's own without proper citation.

02 Cheating

Unauthorized use of external aids, such as notes, textbooks, or electronic devices, during assessments or examinations.

03 Fabrication

Inventing or falsifying data, sources, or information in assignments, reports, or any academic work.

04 Collusion

Unauthorized collaboration with other students in the completion of assignments unless expressly permitted by the instructor.

ACADEMIC DISHONESTY POLICY

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Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

05 Multiple Submissions
Submitting the same assignment or work for more than one course without prior approval from the instructor.

CONSEQUENCES OF ACADEMIC DISHONESTY:

First Offense:
In the event of a first offense of academic dishonesty, students may receive a failing grade for the assignment or assessment in question, and the incident will be documented.

Subsequent Offenses:
Repeated incidents of academic dishonesty will be subject to more severe penalties, including the possibility of course failure and academic disciplinary action.

Reporting Academic Dishonesty:
Faculty members who suspect academic dishonesty must report the incident to the appropriate academic authority at "The Learning Source." This report should include evidence and documentation of the alleged violation.

PREVENTION AND EDUCATION

"The Learning Source" is committed to preventing academic dishonesty and promoting education about ethical behavior. To support these efforts, the school provides:

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Clear guidelines on academic integrity and expectations.
Resources and support for proper citation and research techniques.

**Opportunities
for students to develop
their understanding
of Academic Ethics.**

HOLIDAYS 2023-2024

Below, the holidays of 2023 and 2024 are presented, times when classes and work activities are temporarily suspended to commemorate events of historical, cultural, and national significance in the United States.

2023

Date	Celebration/Holiday
Monday, January 2	**New Year's Day**
Monday, January 16	**Martin Luther King, Jr. Day**
Friday, January 20	**United States Presidential Inauguration Day**
Monday, February 20	**Presidents' Day**
Monday, May 29	**Memorial Day**
Monday, June 19	**Juneteenth National Independence Day**
Tuesday, July 4	**Independence Day**
Monday, September 4	**Labor day**
Monday, October 9	**Columbus Day**
Friday, November 10	**Veterans Day**
Thursday, November 23	**Thanksgiving Day**
Monday, December 25	**Christmas Day**

2024

Date	Celebration/Holiday
Monday,January 1	**New Year's Day**
Monday, January 15	**Martin Luther King, Jr. Day**
Monday, February 19	**Presidents' Day**
Monday, May 27	**Memorial Day**
Wednesday, June 19	**Juneteenth National Independence Day**
Thursday, July 4	**Independence Day**
Monday, September 2	**Labor Day**
Monday, October 14	**Columbus Day**
Monday, November 11	**Veterans Day**
Thursday, November 28	**Thanksgiving Day**
Wednesday, December 25	**Christmas Day**

Please note; The holidays listed may be subject to change based on the religious and cultural practices of the students.

CONCLUSION

This Academic Dishonesty Policy at "The Learning Source" is designed to uphold the principles of academic integrity and ensure that all students have an equal opportunity to learn and succeed in the "Quickbooks" course.

Students are expected to read, understand, and adhere to this policy throughout their academic journey.